

City Of Kenmore, Washington

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Updated April 2013



**CITY OF KENMORE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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CHAPTER 1

BASIC PLAN

I. MISSION AND SITUATION

MISSION

It is the policy of the City of Kenmore, in order to protect lives and property, and in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and man-made emergencies and disasters, and coordinate the recovery efforts for such events.

The City of Kenmore's Emergency Preparedness Goals are:

1. To coordinate the development and maintenance of the City's *Comprehensive Emergency Management Plan* that provides the framework for organizational activities during disaster operations.
2. Provide a community education and preparedness program through the Emergency Services Coordinating Agency for the community to assist them in developing self sufficiency.
3. Provide training activities to City staff in for the development of first responder capabilities.
4. Foster cooperation and planning within the City of Kenmore and with adjacent jurisdictions as well as with county, state, and federal agencies.

The City of Kenmore *Comprehensive Emergency Management Plan* (the *Plan*) provides guidance for mitigation, preparedness, and response and recovery activities. This includes: creation of disaster and emergency responsibilities and procedures, training and community education activities.

The *Plan*, including its appendices, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters, and the best utilization of all resources within the City of Kenmore.

The *Plan* establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into area wide activities.

All directions contained in this *Plan* apply to preparedness and emergency activities undertaken by the City of Kenmore and supporting organizations required to minimize the effects of disaster, and facilitate recovery activities. The City of Kenmore provides

on-going training and implementation of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all natural and manmade disasters. Under the guidance of the *National Response Framework*, this *Plan* addresses all activities related to local incident management, including mitigation, preparedness, response and recovery actions.

The City of Kenmore *Comprehensive Emergency Management Plan* supports and is compatible with the Emergency Services Coordinating Agency (ESCA), Washington State and National Response Plans. This document provides support to the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*, Title III of the Superfund and Re-authorization Act of 1986 and other plans required by the State and Federal Governments. Any conflicts will be handled on a case-by-case basis.

AUTHORITY

The City of Kenmore Comprehensive Emergency Management Plan is developed under the authority of the following local, state, and federal statutes and regulations.

1. Revised Code of Washington 35A.38, 35.33.081, 35.33.101, 38.52.070 and 42.14
2. Washington Administrative Codes 118-30, and 296-62-3112
3. Public Law, 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
4. Title III Superfund Amendment and Re-Authorization Act of 1986
5. The *National Response Framework*
6. Homeland Security Presidential Directives 1 - 8
7. The Homeland Security Act of 2002
8. National Pets Evacuation and Transportation Standards Act (H.R. 3858-PETS)
9. Kenmore Municipal Code Chapter 8.30, Emergency Operations Plan (App 2)

SITUATION

Disasters and emergencies have occurred in Kenmore and will likely occur again in the future. Through a process of hazard vulnerability analysis it has been determined that the City of Kenmore is vulnerable to numerous technological and natural hazards. These hazards include: wind, rain and snow storms, earthquake, flood, landslide,

common and private carrier accident, search and rescue emergencies, civil disturbance, terrorist activity, acts of war, explosion, structural collapse, hazardous material incident, major fire, and energy and utility system failure. Additional information on the risks associated with these hazards can be found in the *North King and South Snohomish Counties Regional Mitigation Plan* and Section 5: Hazard Identification and Vulnerability Analysis of the *King County Hazard Mitigation Plan*, separately published documents.

ASSUMPTIONS

It is assumed that any of the noted situations could create significant property damage, injury, loss of life, panic and disruption of essential services in Kenmore. These situations may also create significant financial, psychological and sociological impact on citizens of the community and the City governmental organization itself.

It is reasonable to assume that with impending incidents such as storms, floods and acts of war, warnings will be issued to enable some preparation prior to the event. Other disasters will come with no advance warning.

In the event of a widespread disaster there will not likely be any significant assistance from nearby communities, county, state or federal agencies for 72 hours or longer. In this situation the City will need to rely on available City resources, and those of private organizations and residents within the City for initial response operations.

The role of the individual citizen is of key importance in the response and recovery from disasters. The immediate availability of resources to respond to the emergencies associated with a disaster will be limited and responses will have to be prioritized. It is assumed that there will not be enough resources to respond to every emergency need. Therefore, each citizen must be personally responsible for preparing to meet their own emergency needs for at least seven (7) days. These preparedness items include having a plan, stocking supplies, learning emergency skills like first aid and CPR, and reducing hazards in the home and workplace.

Kenmore may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting this City.

LIMITATIONS

The information and procedures included in this *Plan* have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this *Plan* that in major emergencies and disaster situations a perfect response to all incidents will be practical or possible. As Kenmore response resources may be overwhelmed and essential systems may be dysfunctional, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

II. ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION

The City of Kenmore operates under a Council/Manager form of government. The Members of the City Council make up the legislative branch of Kenmore City government and the City Manager leads the executive branch. The City Council has appointed a City Manager to manage the day-to-day operations of the City. The executive and legislative branches of the City of Kenmore are responsible for overall policy direction within the City.

The City Manager shall serve as the administrative head and has direct responsibility for the organization, administration and operation of the emergency management program for the City of Kenmore and direct responsibility for the emergency operations of departments in Kenmore.

The Emergency Coordinator is appointed by the City Manager and develops and maintains the *Comprehensive Emergency Operations Plan* in cooperation with the Emergency Services Coordinating Agency (ESCA) and the Emergency Management Committee.

Through Inter-local Agreement, the Emergency Services Coordinating Agency (ESCA) serves as the City's emergency management agency.

The day-to-day organizational structure of Kenmore City Departments will be maintained as much as practical for major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this plan.

City government will retain authority and ultimate responsibility for direction and control of its own disaster operations, use of resources and application for mutual aid within its own boundaries.

CONTINUITY OF GOVERNMENT

The Continuity of Government Act RCW 42.14 establishes provisions for the continuity of government in the event its leadership is incapacitated. RCW 35A.13.020, 35A.42.030 provide for filling vacancies of elected officials in the City.

EMERGENCY MANAGEMENT ORGANIZATION

The Emergency Management Organization shall be compatible with the existing City organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

EMERGENCY SERVICES COORDINATING AGENCY

The Director of the Emergency Services Coordinating Agency (ESCA) provides direction and coordination for *Comprehensive Emergency Management Plan* development, ongoing maintenance, and related activities within the City in coordination with the Kenmore Emergency Coordinator. The ESCA Director also provides for coordination with outside agencies and organizations involved in emergency planning. The ESCA Director manages the ESCA Emergency Operations Center (EOC) during activations and interacts with outside agencies to coordinate emergency support activities. The ESCA Director serves as a permanent member of the Kenmore Emergency Management Organization and may recommend emergency planning related policy to the City Council and City Manager. The ESCA EOC is located in the basement of City of Brier, City Hall, 2901 228th St SW.

EMERGENCY MANAGEMENT COMMITTEE

The Emergency Management Committee provides staff support, direction and expertise in development of the *Plan* and all supporting documents. The Committee is comprised of key personnel designated by the City Manager. Members of the Emergency Management Committee may staff the Emergency Operations Center as necessary during activation and coordinate the activities in their respective area of responsibility during major emergencies and disasters.

The Emergency Management Committee consists of the following members:

- City Manager
- Development Services Director (Emergency Coordinator)
- ESCA Director
- Public Works Operations Manager
- Police Chief
- Assistant City Manager
- Finance Director
- Community Development Director
- Engineering and Environmental Services Director
- Management Analyst (Public Information Officer)
- Fire Chief

SUB-COMMITTEES

Sub-committees, as determined necessary by the Emergency Management Committee, may include individuals from outside organizations. Sub-committees will be chaired by a member of the Emergency Management Committee. Oversight of sub-committee work will be the responsibility of the Emergency Coordinator or the ESCA Director.

RESPONSIBILITIES – CITY

CITY COUNCIL

1. Appropriate funds to meet emergency needs.
2. Maintain continuity of the legislative branch of the local government.
3. Provide for the coordination of visiting officials from other jurisdictions and levels of government.
4. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.
5. Adopt emergency ordinances and/or resolutions.

CITY MANAGER

1. Pre-event: Serve on the Emergency Management Committee and coordinate the development of associated documents and standard operating procedures which support the *Comprehensive Emergency Management Plan*.
2. Provide overall direction and control of emergency operations.
3. Proclaim local emergency and activate Emergency Operations Center.
4. May proclaim special emergency orders under Kenmore Municipal Code Chapter 8.30.
5. Provide visible leadership to the community and make announcements to the media.
6. Notify the Kenmore City Council of the emergency and any response and recovery actions being taken.
7. Provide direction for re-allocation of City funds to cover disaster related expenditures.
8. Assign a representative to the ESCA Emergency Operations Center during activation.
9. Request assistance, when necessary, from the Emergency Services Coordinating Agency (ESCA) and Washington State Division of Emergency Management, and the Federal Emergency Management Agency (FEMA) through

ESCA.

10. Provide for emergency preparedness, mitigation, response and recovery activities to be carried out within the City.
11. Issue notice of evacuation when necessary.

EMERGENCY COORDINATOR (DEVELOPMENT SERVICES DIRECTOR)

1. Pre-event: Prepare and maintain the *City's Comprehensive Emergency Management Plan* in cooperation with the Emergency Management Committee and ESCA Director.
2. Pre-event: Serve on the Emergency Management Committee and coordinate the development of associated documents and standard operating procedures which support the Comprehensive Emergency Management Plan.
3. Pre-event: Oversee required training of City of Kenmore employees.
4. Pre-event: Develop plans for employee notification and support during disaster activities, and update phone activation tree.
5. Manage the Kenmore EOC during activation.
6. Coordinate Proclamation of Local Emergency with the City Manager and ESCA Director.
7. Coordinate dissemination of emergency warning and evacuation information through available City resources and ESCA.
8. Submit completed disaster assistance paperwork to the ESCA Director for submittal to appropriate county, state and federal agencies.

ESCA DIRECTOR

1. Pre-event: In cooperation with the Emergency Coordinator, coordinate the development and maintenance of the *City's Comprehensive Emergency Management Plan*.
2. Pre-event: Serve on the Emergency Management Committee and assist staff with the development of associated documents and standard operating procedures which support the *Comprehensive Emergency Management Plan*.

3. Pre-event: Provide for public information and education on emergency preparedness.
4. Manage the ESCA Emergency Operations Center during activation.
5. Assist City with Proclamation of Local Emergency and coordinate requests for outside assistance through county, state and federal agencies.
6. Assist responsible City staff in the preparation of disaster assistance paperwork and submit to the appropriate agencies.
7. Coordinate dissemination of emergency warning information through the Emergency Alert System (EAS), MyStateUSA, and other available ESCA resources.
8. Assist with coordination of mitigation and preparedness activities as requested by the City Manager.
9. Coordinate amateur radio operators during disaster operations.
10. Act as liaison between City personnel and military personnel responding to an emergency.
11. Coordinate the establishment of Disaster Assistance Centers to support community recovery efforts.

ALL CITY DEPARTMENTS

1. Pre-event: Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the Department.
2. Provide for the identification and preservation of essential Department records.
3. Document emergency related costs and activities.

OPERATIONS SECTION

1. Pre-event: Prepare and maintain a list of on-call contractors
2. Pre-event: Maintenance/ ensure 800MGH radios are charged and operational.
3. Pre-event: Maintain windshield damage assessment and post-disaster assessment kits.

4. Pre-event: Provide assistance preparing necessary maps.
5. Coordinate efforts to determine infrastructure safety and recommend evacuation as appropriate.
6. Provide assessment of transportation routes, identify alternate routes and provide temporary traffic control measures.
7. Coordinate debris removal, traffic control devices (barriers, barricades, signs etc.), road closures and protection of public property.
8. Participate in windshield damage assessments. Assist in preparing Damage Assessment reports and Requests for Assistance.
9. Provide support to the Fire District fire suppression, emergency medical, rescue, hazardous materials and non-emergency service call operations as appropriate.
10. Provide light and heavy equipment, generators and supplies.
11. Provide damage assessment and emergency repairs for City-owned property and facilities in coordination with the Building Official.
12. Coordinate with area utility providers for restoration of services.
13. The City will provide support to the Fire Dist in all hazardous materials responses.
14. Provide field communications support through existing communications equipment when requested.
15. Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
16. Provide support to perform or contract for major recovery work as appropriate.
17. Provide, or contract for, engineering and architectural services for transportation and municipal infrastructure, including expertise and recommendations for reconstruction, demolition and mitigation during the recovery period.
18. Coordinate long term community recovery and mitigation process.
19. Coordinate permanent repair and reconstruction of City equipment, property and facilities.

20. Manage post-disaster building and structure assessments, in coordination with the Building Official

PLANS SECTION

1. Pre-event: Develop plans for, and coordinate the utilization of local facilities for temporary emergency shelters, staging areas and points of distribution.
2. Pre-event: Develop plans for, and coordinate the utilization of local facilities for temporary emergency shelters, staging areas and points of distribution.
3. Pre-event: Provide maps and supplies for EOC.
4. Coordinate and support community support services established in the City following a disaster.
5. Coordinate long term community recovery and mitigation process

LOGISTICS SECTION

1. Pre-event: Maintain current local vendors and suppliers agreements.
2. Provide facilities, services, and material support for the incident.
3. Coordinate supporting requirements needed to facilitate effective and efficient incident management.
4. Develop plans for emergency feeding and shelter for City staff during disaster activities.

FINANCE SECTION

1. Coordinate disaster related purchases and expenditures and maintain documentation of emergency related activities and costs.
2. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
3. Provide direction for re-allocation of City funds to cover disaster related expenditures.
4. Review contracts for emergency work and procurement.

5. Provide computer and telecommunications support for City government and maintain Telecom computer equipment in EOC.
6. Provide for the protection of computer hardware, software and data.
7. Provide liaison for coordination with telephone service providers for the re-establishment of telephone services to the City government.
8. Coordinate the recruitment and registration of temporary emergency workers and volunteers.
9. Develop plans for and coordination of recovery operations for the City's telephone and computer systems following disaster situations.

POLICE DEPARTMENT

1. Pre-event: Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the Department.
2. Provide law enforcement activities within the City.
3. Provide command and control for field operations through established command posts as appropriate.
4. Provide guidance for emergency traffic control.
5. Direct or support evacuation efforts as appropriate.
6. Provide support to the King County Medical Examiner in the identification of the deceased.
7. Provide support in the dissemination of emergency warning information to the public.
8. Participate in initial city-wide damage assessment as appropriate.
9. Provide coordination of explosive device identification, handling, and disposal.
10. Provide for the identification and preservation of essential Department records.
11. Document emergency related costs and activities.

RESPONSIBILITIES – OTHER AGENCIES

NORTSHORE FIRE DISTRICT

1. Pre-event: Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the District.
2. Provide command and control for field operations through established Fire District Emergency Operations Center and field command posts as appropriate.
3. Provide fire suppression services.
4. Provide hazardous materials incident command and radiological monitoring. Coordinate with outside agencies as appropriate.
5. Provide direction and control for search and rescue activities. Coordinate with outside agencies as appropriate.
6. Provide light and heavy rescue response. Coordinate with outside agencies as appropriate.
7. Provide emergency medical services. When necessary and resources are available, coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues with the City. Coordinate limited transportation to hospitals.
8. Direct or support evacuation efforts as appropriate.
9. Provide support to other departments in utility restoration efforts as appropriate.
10. Provide support in the dissemination of emergency warning information to the public.
11. Provide support to other departments in city-wide structural damage assessment, traffic control, emergency warnings, road closure and protection of property as appropriate.
12. Participate in initial city-wide damage assessment as appropriate, including assessment of department facilities.
13. Document emergency-related activities and costs.

COMMUNICATIONS CENTERS (King County Sheriff / NORCOM)

1. Pre-event: Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the center.
2. Provide recommendations for Emergency Operations Center communications equipment.
3. Provide emergency communications service to the Communications Center service area.
4. Provide information on emergency situations and locations to the Emergency Operations Center during activation.
5. Coordinate re-establishment of communications system if disrupted.
6. Disseminate initial warning information and request activation of the Emergency Alert System (EAS) through ESCA when appropriate.
7. Provide for the identification and preservation of essential Communications Center records.
8. Document emergency related costs and activities.

LAW ENFORCEMENT ASSISTANCE

The Kenmore Police Department is the agency of primary jurisdiction with the City under normal circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and various law enforcement agencies throughout the state. Requests for supplemental law enforcement assistance should be made through the King County Sheriffs Office.

Additional information on Law Enforcement Mutual Aid can be found in Emergency Support Function (ESF) 13 – Public Safety, Law Enforcement and Security.

RESPONSIBILITIES – STATE

WA STATE EMERGENCY OPERATIONS CENTER

1. Through the Washington State *Comprehensive Emergency Management Plan* and the State Emergency Operations Center, coordinate all emergency

management activities of the State.

2. Take appropriate actions to mitigate the effects of, prepare for, respond to and recover from the impacts of emergencies or disasters.
3. Coordinate requests for various services such as specialized skills, equipment and resources in support of State and local government emergency operations.

RESPONSIBILITIES – FEDERAL

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

1. Provide assistance to State and local agencies to save lives and protect property, the economy and the environment.
2. Facilitate the delivery of all types of Federal response assistance to State and local governments.
3. Assist states in recovering from an emergency or disaster.

EMERGENCY RESPONSE AND SUPPORT TEAMS (FIELD LEVEL)

Response Actions of the *National Response Framework* may be available to assist in incident management, set up of response facilities and provide expertise and capability. They may include representatives from the Federal Emergency Support Functions (ESF). They will make preliminary arrangements for Federal field facilities and initiate establishment of the Joint Field Office (JFO).

DEFENSE SUPPORT OF CIVIL AUTHORITIES

The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies. This support and its provisions are described in Chapter I: Roles and Responsibilities of the *National Response Framework*. DOD responds to requests for assistance when local, state and federal resources are overwhelmed. When deployed to assist civil authorities, command of Federal military assets remains with the Secretary of Defense.

Additional information can be found in Emergency Support Function (ESF) 20 – Defense Support to Civil Authorities.

III. **CONCEPT OF OPERATIONS**

CONCEPT

1. It is the policy of the City of Kenmore to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
2. It is the policy of the City of Kenmore to provide vital services to the community during emergency conditions while maintaining the safety of City employees and their families. Should the emergency or disaster occur:
 - a. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to Department Standard Operating Procedures (SOPs).
 - b. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families.
3. It is the policy of the City of Kenmore to conduct all emergency and disaster preparedness, mitigation, response and recovery activities in accordance with the National Incident Management System (NIMS).
4. It is the policy of the City of Kenmore that each City Department takes an active role in emergency planning and develop Standard Operating Procedures. It is the responsibility of the supervisor of each City Department and office to:
 - a. Provide a designee and alternates assigned as members of the Emergency Management Committee to actively participate in the preparation and maintenance of the City's *Comprehensive Emergency Management Plan*.
 - b. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.
 - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this *Plan*.
 - d. Develop departmental Standard Operating Procedures (SOP) which include the following:
 - 1) Department chain of command
 - 2) Location for managing departmental emergency operations

- 3) Departmental responsibilities, capabilities and resources to include: personnel, facilities, and equipment
 - 4) Information needed to manage the Department during emergency operations and means of communication for obtaining that information
 - 5) Information on how the Department will coordinate with the Emergency Operations Center
 - 6) Methods to ensure that all Department staff are aware of the Standard Operating Procedures, and of the concepts of the *Comprehensive Emergency Management Plan*.
5. It is the policy of the City of Kenmore that City employees participate in training activities and emergency operations assignments.
6. When a major emergency or disaster occurs, City Department management shall use the following general checklist as a basis for managing disaster operations:
- a. Report to the pre-determined site to manage department operations
 - b. Account for personnel
 - c. Assess damages to facilities and resources
 - d. Assess personnel and resources available
 - e. Assess problems and needs
 - f. Report situation, damages and capabilities to the Emergency Operations Center
 - g. Send designated representatives to the Emergency Operations Center
 - h. Carry out departmental responsibilities and assigned tasks
 - i. Continue assessment of department resources, needs and actions
 - j. Continue reports to the Emergency Operations Center regarding actions, problems, needs, damages, etc.
 - k. Keep detailed and accurate records, document actions, costs,

situations, etc.

7. The Kenmore Emergency Operations Center (EOC) may be activated at the request of an Emergency Management Committee member, as the level of operations requires. Designated staff report to the EOC to coordinate response efforts and support field operations. In localized emergencies affecting only the City of Kenmore, the ESCA Director will serve as the coordinator of EOC activities when requested. All or part of the Emergency Operations Center may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.
8. In the event of a regional emergency affecting a wide spread area, the ESCA EOC will be activated by the ESCA Director. Upon request, the City of Kenmore will send appropriate staff to the ESCA EOC to facilitate coordination of activities and resources on behalf of the City.
9. The City Manager, in coordination with the ESCA Director shall be responsible for evaluating a situation to determine if a Proclamation of Emergency is necessary.
10. Kenmore City Departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The Emergency Management Committee will act as advisors to the City Manager in dealing with problems caused by the disaster and in the coordination of the situation. This coordination will normally be done through the Emergency Operations Center.
11. When a major emergency or disaster occurs, it is anticipated that City Departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the ESCA Emergency Operations Center. In the event of a Proclamation of Emergency, the deployment of out of jurisdiction resources will normally be coordinated through the ESCA Emergency Operations Center. Resources to be utilized in support of City operations may be placed at staging areas until specific assignment can be made.
12. In the event a situation is, or will become, beyond the capabilities of the resources of the City of Kenmore and those provided through mutual aid, the City Manager may request assistance from ESCA or from the County Executive or Governor through the ESCA Director.
13. In the event of communications failure in a disaster, any temporarily established site may act as a remote Emergency Operations Center for its local area until

coordination can be established from the Kenmore and/or the ESCA Emergency Operations Center. Each may serve as a command post, staging area, triage station, communications center or in any other functional capacity appropriate for the situation.

14. The registration of temporary emergency workers and other volunteers will be coordinated through Finance and Administration. Permanent emergency worker registration is handled through ESCA.

OPERATIONS BY TIME PHASE

In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various elements of the Kenmore Emergency Management Organization and City Departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

MITIGATION AND PREPAREDNESS PHASE

1. Develop and maintain the City of Kenmore *Comprehensive Emergency Management Plan*.
2. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
3. Develop appropriate contingency plans and standard operating procedures in support of the *Comprehensive Emergency Management Plan*.
4. Initiate efforts toward detection and prevention of impacts to public health and safety.
5. Identify and implement actions to reduce hazards and risks faced by first responders in order to protect responder health and safety.
6. Report any threats, incidents and/or potential incidents using established communications and reporting channels.
7. Immediately report any suspicious activity, terrorist threats and/or actual incidents with a potential or actual terrorist nexus to the regional Joint Terrorism Task Force (JTTF) in Seattle.
8. Coordinate through ESCA with other local, county, state and Federal agencies to assure cohesive working relationships and compatible emergency plans.

9. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
10. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.
11. Conduct annual training activities to enhance response capabilities.
12. Conduct annual public education to enhance citizen self-sufficiency.
13. Additional information on specific mitigation activities can be found in the *North King and South Snohomish Counties Pre-disaster Hazard Mitigation Plan*, a separately published document.

INCREASED READINESS/WARNING PHASE

1. Make appropriate notifications and initiate actions to place emergency plans into effect.
2. Activate and staff the Emergency Operations Center as required for the situation.
3. Disseminate emergency warning as appropriate.
4. Take incident specific mitigation actions to protect public and private property.

RESPONSE PHASE

1. Carry out initial damage assessment and evaluate overall situation.
2. Initiate actions necessary to preserve life and property utilizing available resources.
3. Prepare Proclamation of Local Emergency as appropriate.
4. Coordinate response and support functions with outside agencies and volunteer organizations.
5. Coordinate operations, logistics, and planning functions.
6. Compile event status information and report to appropriate agencies.
7. Prepare and maintain detailed documentation of events and activities.
8. Provide public information and warning as appropriate.

RECOVERY PHASE

1. Carry out damage assessment functions and assess community needs.
2. Prioritize recovery projects and assign functions accordingly.
3. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
4. Prepare documentation of event, including event log, cost analysis and estimated recovery costs.
5. Assess special community needs and provide information and assistance where appropriate.
6. Incorporate long range plans from recovery and reconstruction activities.
7. Additional information on recovery activities can be found in Emergency Support Function (ESF) 14 – Long-term Community Recovery.

IV. **ADMINISTRATIVE AND FISCAL PROCEDURES**

1. It is the policy of the City of Kenmore that each City Department will assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day-to-day activities and expenditures.
2. Financial documentation and associated reports shall be prepared at the direction of the Finance Director or designee.
3. The Finance Director or designee shall develop effective methods and procedures for documenting disaster expenditures and shall provide each City Department with documentation forms and completion instructions.
4. The City Clerk or designee, in coordination with other City Departments, shall identify records that are vital for the operation of the City, in order to effectively resume normal business after a disaster or emergency.
5. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
6. The City of Kenmore will incur disaster expenses from currently appropriated

local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-100. The City Manager and City Council in coordination with the Finance Director will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.

7. Normal procedures for expenditures and payment processing may be modified to accommodate the circumstances associated with the disaster.
8. The City of Kenmore will submit reports required by both state and federal agencies in a disaster situation with information concerning nature, magnitude and impact for use in evaluating and providing appropriate response resources and services. These reports include but are not limited to:

- Situation Reports
- Proclamation of Emergency
- Requests for Assistance
- Damage Assessment Reports

It will be the responsibility of the City Manager or designee to coordinate the preparation of all required reports and ensure that they are delivered to ESCA and other appropriate agencies.

9. A streamlined plan review and permit process may be instituted within the city in order to facilitate recovery and repair activities.
10. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the Kenmore Municipal Code, State Environmental Policy Act, Hydraulics Project Approval Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
11. Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval, requiring compliance with the Kenmore Municipal Code, State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, Hydraulics Project Approval Act, and Flood Control Act.
12. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.
13. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, marital status, gender identity, age or disability.

14. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 -Laws Against Discrimination and 44 CFR Section 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
15. Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards.
16. It is the policy of the City of Kenmore that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. Finance and Administration is the lead Department for essential human resource activities in the City and as such, may assist other Departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements.
17. City Departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with Finance and Administration. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or "out of class", and shall be compensated in accordance with existing rules. Requirements of the Washington State Overtime Law, Fair Labor Standards Act (FLSA), existing labor contracts and city policies and procedures shall apply.
18. The City Manager shall designate an Emergency Operations Center (EOC) representative to coordinate personnel needs, maintain liaison with volunteer organizations, and assist City employees in obtaining recovery assistance.
19. Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance should be coordinated through the EOC.
20. Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated and persons wishing to volunteer may be directed there for registration and assignments. Finance and Administration will be responsible for the recruitment, registration and coordination of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

V. LOGISTICS

1. The City Manager, or designee, following a Proclamation of Emergency, has the authority to commandeer the services and equipment of businesses and citizens as necessary in response to the disaster, (RCW 38.52.070). Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations.
2. The City Manager, or designee, is authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operations.
3. It is the policy of the City of Kenmore that all City Departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency situations.
4. The City will pre-identify locations within the City for use as Logistics Staging Areas and Points of Distribution for response and relief supplies. Additional information on Staging Areas and Points of Distribution can be found in Emergency Support Function (ESF) 7 – Resource Support.
5. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements and through ESCA and the Washington State Emergency Operations Center through ESCA.

VI. DIRECTION, CONTROL AND COORDINATION

NIMS INTEGRATION

1. The National Incident Management System (NIMS) is mandated by *Homeland Security Presidential Directive – 5*, and provides a consistent, nationwide approach for Federal, State, local and tribal governments, the private sector and non-governmental organizations to effectively and efficiently prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.
2. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology.
3. It is the policy of the City of Kenmore that all emergency management activities will be conducted in accordance with NIMS.

DIRECTION AND CONTROL

1. Direction and control of emergency management activities rests with the Emergency Coordinator. The authority for direction and control of the organization and administration of the emergency management program is found in RCW 38.52. Overall control during disaster response operations will be divided into two levels.
 - a. City Manager and Emergency Management Committee deal with policy issues brought about by the disaster, coordinates disaster resources and monitors the disaster situation.
 - b. Field Operations: Operate in field locations or command posts and will direct and coordinate disaster field operations.
2. The City Manager, in coordination with the Emergency Services Coordinating Agency Director, is responsible for ensuring that emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Kenmore.
3. The City Council is responsible for city-wide policy decisions. The City Manager, or designee, provides policy recommendations to the City Council during times of emergency or disaster, or in anticipation of large-scale emergencies or disasters.
4. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. Vacancies of elected officials in the City shall be filled according to the RCW provisions.
5. The day-to-day organizational structure of the City Departments shall be maintained as much as practical during emergency and disaster operations. Each City Department shall have a line of succession to the supervisor.
6. Overall direction, control and coordination of local resources and operations will normally be conducted through the Kenmore Emergency Operations Center in order to support the overall community response to the disaster and to best coordinate efforts with county, State and federal agencies.
7. The Kenmore Emergency Operations Center is currently located at Kenmore City Hall, 18120 68th Avenue NE, with a back-up location at the Emergency Services Coordinating Agency (2901 228th Street SW, Brier, WA), which is equipped with a temporary power supply for use during general system failures and is available for operations 24 hours a day.

8. The Emergency Operations Center may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed by members of the Emergency Management Organization and necessary support staff as required. Initial establishment of the Emergency Operations Center following activation will be the responsibility of the Emergency Coordinator.
9. Individual City Departments may designate alternate locations or field command posts for coordinating individual department operations. The individual in charge of a command post shall be responsible for keeping the Emergency Operations Center informed of their situation and activities and shall act in coordination with the Emergency Operations Center.
10. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
 - a. Protect life and health
 - b. Protect public and private property
 - c. Develop and disseminate public information
 - d. Restore essential services and facilities
 - e. Minimize economic disruption to the community
 - f. Preserve existing institutions and organizations
11. The Kenmore Emergency Operations Center will operate under the leadership of the Emergency Coordinator. If the Emergency Coordinator is needed at another location or is otherwise unavailable, he or she will designate an alternate EOC Manager.

The EOC will be staffed according to the needs of the situation.

- a. For localized emergency, the ESCA Director or the Director's designee may assign staff to the Kenmore EOC to provide assistance and support to the Emergency Coordinator.
- b. The Operations Section will be staffed by the Public Works Operations Manager, the Engineering and Environmental Services Director and/or their designees as determined necessary.
- c. The Plans Section will be staffed by the Community Development Director, Senior Planner and/or their designees as determined necessary.

- d. The Logistics Section will be staffed by the Assistant City Manager and/or his or her designees as determined necessary.
- e. The Finance and Administration Section will be staffed by the Finance Director, Accountant and/or their designees as determined necessary.
- f. The Management Analyst is the designated Public Information Officer. The City Manager will designate an alternate if the Management Analyst is unavailable.

Additional information may be found in Appendix 2, City of Kenmore Emergency Operations Center Procedures.

ON-SCENE MANAGEMENT

1. In compliance with the National Incident Management System (NIMS), on-scene management of emergencies will normally follow the Incident Command System (ICS) as published by the National Fire Academy and the National Emergency Management Institute. The functions of the Incident Command System include, but are not limited to:
 - a. Incident Commander - Directs on-scene operations
 - b. Safety Officer - Oversees safety of operations at the scene
 - c. Liaison Officer - Coordinates information with support function groups
 - d. Public Information Officer - Coordinates media relations and emergency public information
 - e. Operations Section - Implements strategic and tactical actions at the incident scene, perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, and decontamination. Coordinate with Fire District and outside agencies as appropriate.
 - f. Logistics Section - Responsible for communications, transportation, supplies, special equipment
 - g. Planning Section - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, demobilization
 - h. Finance/Administration Section - Responsible for contracts, time keeping, cost analysis, compensation, claims

2. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident and shall remain responsible for all ICS functions until delegated. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:
 - a. Assess the situation.
 - b. Develop incident organization objectives, action plans and priorities.
 - c. Ensure safety issues are addressed.
 - d. Contact appropriate agencies, dispatch center, or the Emergency Operations Center to request necessary resources.
 - e. Keep the EOC informed of field activities.
3. When more than one agency is involved in response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. As necessary, a Unified Command should be implemented. Personnel working in support of the Incident Commander will maintain the normal chain of command through their respective agency and will carry out tasks through on-site command personnel or the Emergency Operations Center when instructed.
4. Washington Administrative Code (WAC) 296-62-3112 requires that the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
5. The Incident Commander may appoint a Public Information Officer to, when the situation warrants, work with the news media at the incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the Emergency Operations Center. The Public Information Officer shall be responsible for communicating released information to the Emergency Operations Center.

COORDINATION

1. The Emergency Services Coordinating Agency is the lead agency for facilitating the coordination of emergency activities and information among local, state, federal and private sector agencies serving the City of Kenmore. In the event of a large-scale emergency affecting a widespread area, the ESCA Emergency Operations Center will be activated to provide coordination of activities and resources. (See *ESCA EOC Procedures*-a separately published document).

2. Communications during an emergency or disaster will be through communications systems currently established within the City organizations. Backup and supporting communication activities will be provided by organized volunteer radio operators assigned through ESCA.
3. Emergency warning and public information will be communicated to citizens via local media through the designated Public Information Officer, existing City communications systems, Emergency Alert System (EAS) and/or MyStateUSA system which are activated by ESCA.

PROCLAMATION OF EMERGENCY

1. The Proclamation of Local Emergency is made by the City Manager and is the legal method by which the use of extraordinary measures to accomplish tasks associated with disaster response is authorized. The Proclamation is normally a prerequisite to state and federal disaster assistance. The Proclamation of Local Emergency must be ratified by the City Council as soon as practical following the emergency.
2. Kenmore City Municipal Code Chapter 8.30 states that in the absence of the City Manager, such Proclamations may be made by the Assistant City Manager. The City Manager shall cause any Proclamation made, to be delivered to all news media within the city and shall use other methods as necessary, to give notice of such Proclamation to the public.
3. The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include, but are not limited to: rationing of resources and supplies, curfew, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.
4. The City Manager, assisted by the Emergency Coordinator, shall be responsible for the preparation of Emergency Proclamations.
5. The City Manager or Emergency Coordinator will notify the ESCA Director when a Proclamation of Local Emergency is made.
6. The ESCA Director is responsible for notifying the County Executive and the Washington State Emergency Operations Center following the Local Proclamation of Emergency.

City of Kenmore

Proclamation

WHEREAS, a disaster has occurred, specifically, and

WHEREAS, the problems caused by the disaster have created a threat to life and property, and

WHEREAS, all available resources will be committed to disaster work, and

WHEREAS, the City may require supplemental assistance, and

WHEREAS, the severity of this disaster is beyond the capability of local resources:

NOW, THEREFORE, this event constitutes an emergency necessitating the utilization of emergency powers granted under RCW 38.52.070;

IT IS PROCLAIMED BY THE CITY MANAGER OF THE CITY OF KENMORE THAT:

“AN EMERGENCY BE PROCLAIMED IN OUR COMMUNITY”

Dated this _____ day of _____, _____.

Signed

City Manager

Attested

City Clerk

REQUEST FOR EMERGENCY ASSISTANCE

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the City Manager will request additional resources through ESCA for county, state and federal assistance as necessary.
2. Requests to the Governor to declare a State of Emergency are made by the County Executive through the ESCA Director. This declaration by the Governor is necessary to obtain federal disaster relief funds.

DEMOBILIZATION

When the City Manager (or designee) determines that the activation of the EOC is no longer required, he/she will issue instructions for demobilization from emergency management activities at the conclusion of the emergency event.

VII. EMERGENCY PUBLIC INFORMATION

Providing current and accurate information to the public is of great importance following an emergency or disaster. The City shall strive to provide both emergency and general information in a timely and coordinated manner. For the purposes of this plan, the City of Kenmore defines “emergency information” as information which has direct relevance to the safety and/or health of the citizens of Kenmore, i.e. evacuation orders and routes, boil water orders, shelter-in-place notices, curfews, etc. “General information” may consist of information such as debris pick-up schedules, permit fee schedules, facility hours of operation, etc.

1. The City Manager or his/her designee shall serve as the Public Information Officer and coordinate the dissemination of emergency public information through the Emergency Operations Center (EOC).
2. When the situation warrants, the City Manager may request that the City of Kenmore Public Information Officer, or the Emergency Services Coordinating Agency Public Information Officer, act on behalf of the City to facilitate the coordination of information to the public.
3. All available methods may be used to relay emergency information to the public.
4. Activation of the Radio Amateur Civil Emergency Services (RACES), the Emergency Alert System (EAS), and/or the MyStateUSA system shall be done through the ESCA Emergency Operations Center.
5. Printed education and information materials are available through ESCA and City

Hall.

6. It is anticipated that in some circumstances, emergency public information may need to be released from field command posts. In this event, the individual in charge of the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.
7. Additional information on public information activities can be found in Emergency Support Function (ESF) 15 – Public Affairs.

VIII. TRAINING, EXERCISES AND EDUCATION

PURPOSE

To identify and establish methods of meeting the training, exercise and educational needs of City of Kenmore employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

1. The Emergency Coordinator, in cooperation with the ESCA Director, will be responsible for ensuring that the appropriate staff will receive training in specific emergency management skills and professional development through available resources.
2. Public Education programs are available from ESCA on request and as resources permit to all segments of the community designed to increase awareness of hazards, explain how best to safely respond and promote self-preparedness. ESCA will assist with the development and delivery of the following programs:
 - a. Schools: The development and practice of emergency plans, and the dissemination of information on local hazards and how to prepare for and respond to their effects will be encouraged.
 - b. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be available through community education programs to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of emergency.
 - c. Businesses: Information on local hazards and how to prepare for and respond to their effects will be available to the corporate community. The corporate community will be encouraged to engage in business recovery and contingency planning.

- d. City employees: Information on local hazards and how to prepare for their effects will be provided to City employees.
- 3. The City will utilize all types of exercise formats, including both tabletop and full-scale exercises.
- 4. Each City Department Director is responsible for ensuring that their employees are trained in the concepts of the Comprehensive Emergency Management Plan (CEMP), Emergency Operation Center Procedures and in the Department Specific Standard Operating Procedures (SOPs).
- 5. The City will use outside resources to provide specialized training, if appropriate.
- 6. The Emergency Coordinator, in coordination with ESCA, is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.
- 7. The Emergency Coordinator, with assistance from ESCA, the Police Department and Northshore Fire District, is responsible for coordinating and implementing drills and exercises for City employees and for the development and maintenance of the CEMP.

RESPONSIBILITIES

- 1. City of Kenmore
 - a. City Departments
 - 1) Develop department specific SOPs that define employees' operational responsibilities during an emergency or disaster.
 - 2) Provide necessary training to enable employees to carry out those responsibilities in coordination with the City EOC and/or ESCA EOC.
 - 3) Provide assistance to the Emergency Coordinator and ESCA in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.
 - b. Emergency Coordinator

In coordination with ESCA, design, conduct and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employees' level of training.

2. Emergency Services Coordinating Agency
 - a. Provide preparedness education materials and programs to members of the community as resources permit.
 - b. Provide training in all hazards self-preparedness for City employees, as requested by the City.
 - c. Make available, as resources permit, training to elected officials on emergency responsibilities, hazards review and the need for comprehensive emergency planning, as well as skills development in emergency procedures and crisis decision making.
 - d. Assist the Emergency Coordinator in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.
3. All Other Support Agencies

Participate in training and exercises, if requested and as resources allow.

IX. ON-GOING PLAN MANAGEMENT AND MAINTENANCE

COORDINATION

Assisted by the ESCA Director, the City of Kenmore Emergency Coordinator will coordinate with and will reach accord with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping and other preparedness activities.

PLAN MAINTENANCE

1. The Emergency Coordinator will ensure that exercises of this plan are conducted on an on-going, annual basis.
2. This CEMP will be updated every four years. The revised CEMP will be submitted to the Washington State Emergency Management Division for review.

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CHAPTER 2

EMERGENCY SUPPORT FUNCTIONS

	1 - Transportation	2 - Telecommunications, Information & Warning	3 - Public Works / Engineering	4 - Firefighting	5 - Information Analysis	6 - Mass Care, Housing & Human Services	6- Annex - Animal Disaster Protection Plan	7 - Resource Support	8 - Public Health & Medical	9 - Search & Rescue	10 - Hazardous Materials	11 - Food & Water	12 - Energy	13 - Public Safety	14 - Long Term Recovery & Mitigation	15 - Public Affairs	20 - Defense Support	23 - Damage Assessment	24 - Evacuation and Movement
CITY MANAGER													P		S	P		S	S
EMERGENCY COOR		S		S			S										S	S	
CITY PIO		S														P			
ESCA	S	S		S	S	S	S	S	S	S	S	S	S	S	S	P	P	S	S
OPERATIONS SECTION	P	S	P	S	S			P		S	S	S			P	S		P	S
PLANS SECTION	S				P	P	S	S				P			P	S			S
FINANCE SECTION		S			S	S		S							S	S		S	S
LOGISTICS SECTION					S			P				P			S	S			S
NORTHSHORE FIRE DISTRICT		P	S	P	S			P	P	P	P				S	S		P	P
KENMORE POLICE/ KC SHERIFF		P	S	S	S	P		P	S	P	S	S		P	S	S	P	P	P
LOCAL UTILITY PROVIDERS			S		S								P		S				
NORTHSHORE UTILITY DISTRICT			S		S										S				
NORCOM COMMUNICATIONS		S												S		S			
KING COUNTY COMMUNICATIONS		S												S		S			
RED CROSS					S	S		S			S			S			S		
PUBLIC HEALTH						S		P		S	S								
TRANSIT AGENCIES	S																		
WA STATE EOC		S		S						S		S	S	S	S	S			
WSDOT	S																		
WA STATE PATROL				S						S			S						
PAWS							P												
WA STATE ANIMAL RESOURCE TEAM							P												

P = Primary Role S = Support Role

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EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION

PRIMARY AGENCY: City of Kenmore

SUPPORT AGENCIES: Washington State Department of Transportation
King County Metro Transit
Community Transit
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To coordinate the activities and agencies involved in transportation related operations.

B. Scope

This Emergency Support Function is designed to provide guidance in the allocation of transportation resources, determining priority of highway and street repair and in the coordination of activities carried out by transportation agencies operating within the city.

II. POLICIES

A. Local transportation planning and emergency response shall be done in coordination with supporting agencies in order to ensure the integrity of the transportation system.

B. Response to restore transportation routes and services shall be prioritized in order to provide access for emergency services, delivery of essential resources and for the re-opening of major transportation routes.

III. SITUATION

A significant disaster may cause severe damage to the transportation infrastructure. Secondary damage may include utility networks constructed adjacent to or as part of roads and bridges. Damage to transportation systems will cause major disruption of both routine and emergency services.

IV. CONCEPT OF OPERATIONS

- A. The Operations Section Chief or designee shall be responsible for coordinating surface transportation related activities within the city.
- B. Priorities established for the clearing and emergency repair of city roads shall be coordinated by the Public Works Department with the Police Department and Fire Districts and adjacent jurisdictions to ensure the timely restoration of emergency services and the transportation network.
- C. Repair and restoration of state highways will be coordinated with the appropriate state and federal agencies. Washington State Department of Transportation shall be the primary contact for the coordination of these activities. The Operations Section Chief or designee may authorize emergency road clearing work to be done on state and interstate highways in order to re-establish highway systems.
- D. The Public Works Department will provide an assessment of roadway conditions and provide information to the Emergency Operations Center, ESCA and all appropriate agencies. All appropriate agencies shall be notified of ongoing repair and roadway status.
- E. Resources or assistance may be obtained through existing contracts, mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the Emergency Operations Center and ESCA.

V. PROCEDURES

- A. The City of Kenmore Operations Section will establish re-opening and restoration priorities for the City and allocate local resources accordingly. When appropriate, work will be coordinated with other affected agencies and jurisdictions.

VI. RESPONSIBILITIES

- A. City of Kenmore Operations Section
 - 1. Coordinate damage assessment, emergency road clearing and repair activities for roadways within the city.
 - 2. Coordinate repair and restoration activities on state highways with

appropriate agencies.

3. Provide or contract for repair and recovery work.
4. Coordinate with other City agencies and adjacent jurisdictions to establish immediate priorities for road re-opening.
5. Coordinate with other public and private transportation service providers to establish emergency transportation networks and resources.

B. City of Kenmore Plans Section

1. Provide maps for transportation route planning.
2. Coordinate surface transportation activities.

C. King County Transportation Division

1. Coordinate area wide transportation route recovery projects with affected agencies and jurisdictions. Provide support to the city in re-opening emergency transportation routes.

D. Community and Metro Transit

1. Coordinate mass transportation activities within their service areas. Incorporate emergency City needs into the overall emergency transportation and system restoration program.

E. Emergency Services Coordinating Agency

1. Provide transportation related information received from the Washington State Department of Transportation and other local jurisdictions to the City through the EOC.
2. Assist in the coordination of inter-jurisdictional transportation issues as appropriate.

F. Washington State Department of Transportation

1. Coordinate emergency and permanent repairs of state highways.
2. Provide assistance to the City repair and restoration work as appropriate.

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EMERGENCY SUPPORT FUNCTION 2 TELECOMMUNICATIONS, INFORMATION AND WARNING

PRIMARY AGENCIES: Kenmore Police Department/King County Sheriff's Office
Northshore Fire District

SUPPORT AGENCIES: City of Kenmore
NORCOM Communications Center
King County Communications Center
Emergency Services Coordinating Agency (ESCA)
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To establish, organize and maintain communications capabilities necessary to meet operational requirements during emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide guidance in the coordination of local communication capabilities and for the establishment of back-up systems to support emergency and disaster operations.

II. POLICIES

A. The procedures established in local and state communications plans shall be utilized during emergency and disaster operations.

B. Local communication procedures shall support county and state communication plans and shall be developed in coordination with local, county and state agencies responsible for providing communications during emergency and disaster operations.

III. SITUATION

Emergency and disaster situations require reliable communication capabilities in order to gather essential information, request and deploy resources and communicate information to the Emergency Operations Center, field operations personnel and supporting agencies.

In nearly all major events communication systems become overloaded making it difficult to communicate essential information in a timely manner. It is anticipated that in addition to communications needs exceeding local equipment capacity, there will be equipment and system failures associated with events such as windstorms, earthquakes and terrorist incidents.

In many emergency and disaster situations it is necessary to provide important information and/or warnings to public officials and the general public. This must be accomplished in a timely manner utilizing the most efficient means possible in order to protect life and property at the time of the event.

There are no fixed or automatic emergency warning systems currently in place within the city to warn the general public of emergency conditions.

IV. CONCEPT OF OPERATIONS

Communications

- A. The King County Communications Center and NORCOM shall be the focal point for coordinating emergency communications for emergency services providers within the City. The facilities serve as the central answering points for 911 calls requesting emergency assistance.
- B. Calls for police, fire and emergency medical services are dispatched by the communications centers. King County Communications Center dispatches police and NORCOM dispatches fire. During major events with resource limitations, the Police Department may determine that resources will be dispatched through the Emergency Operations Center according to incident priority. The Fire District may dispatch its resources through its own EOC and Resource Emergency procedures.
- C. Various individual radio systems are utilized by other departments and supporting agencies within the city. These departments and agencies maintain their own dispatching and communication services.
- D. Communications will be through cellular and landline telephone and existing radio systems using established frequencies and existing procedures.
- E. During major emergency and disaster situations communications equipment may be re-distributed in order to provide common equipment and frequency access. This will facilitate effective communications between departments/agencies, the Emergency Operations Center and field command posts.

- F. Amateur Radio Operators may be available through ESCA. The amateur radio operators can provide essential, reliable communications support between departments/agencies, the Emergency Operations Center and field operation locations. Use of amateur radio relieves congestion on other radio frequencies and cellular and landline phone systems.
- G. The Finance Section is responsible for coordinating with telephone service providers for the re-establishment of telephone service to City government locations.

Warning

- A. The Emergency Alert System (EAS) provides emergency information to the public via local radio and television stations. This system may be activated by ESCA.
- B. The MyStateUSA system provides emergency information to responders and the general public via phone, text, and/or email messaging. The system may be activated by contacting ESCA.
- C. The National Warning System (NAWAS) is the primary system utilized by the federal government to disseminate warning information. Warnings received via NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points. Warning information for Kenmore is received at King County and NORCOM Communication Centers which notify local emergency authorities.
- D. The National Oceanographic and Atmospheric Administration (NOAA) weather radio system may be utilized to obtain weather related warnings. Weather warnings from NOAA are normally broadcast over the Emergency Alert System and local radio and television stations.
- E. Weather advisories and warnings are provided via the Emergency Alert System and teletype by the National Weather Service and received at King County Communications, NORCOM and ESCA. Communications center personnel monitor this information on a 24-hour basis and determine when to notify appropriate public safety services.
- F. Emergency service agencies will be notified by the communication centers and/or ESCA when the nature of the warning would indicate a need to increase staffing levels or warn the public of impending danger.
- G. Having no fixed or automatic emergency warning systems in place, notifications of citizens regarding emergency information and instructions

may be through the Emergency Alert System, MyStateUSA system, door-to-door by uniformed personnel, mobile loud speakers, or any other means available to the command agency at the time.

Emergency Public Information

- A. The City Manager may appoint a Public Information Officer who will coordinate the dissemination of emergency public information through ESCA and the Emergency Operations Center. When the situation warrants, the Public Information Officer may appoint assistants in order to provide media briefings from multiple locations.
- B. Media briefings, if held in the City, will normally take place at the Kenmore City Hall. In the event that this location is not functional or communications are inadequate, an alternate site will be identified and announced by the Public Information Officer.
- C. During events where the Emergency Services Coordinating Agency Emergency Operations Center is activated, area wide information will normally be coordinated through that location on behalf of the City.
- D. Any or all of the following methods may be utilized to relay emergency information to the public:
 - * Print, radio, cable and television media
 - * Printed education/information materials
 - * City radio systems
 - * City website: www.kenmorewa.gov
 - * Social Media (Facebook, Twitter, etc.)
 - * Community Bulletin Boards
 - * Amateur radio systems
 - * Public address systems or mobile speakers
 - * Emergency Alert System
 - * MyStateUSA system
 - * Door-to-door contact
- E. The Emergency Services Coordinating Agency will develop Emergency Alert System and/or MyStateUSA releases when necessary. Except in immediate life threatening situations, activation of the Emergency Alert System should be coordinated with surrounding jurisdictions. The Emergency Services Coordinating Agency is responsible for activation of the Emergency Alert System.
- F. It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the

individual in charge at the location shall notify the Emergency Operations Center in a timely manner and provide detailed information about the release.

- G. Printed education and information materials for distribution to the public are available through ESCA.
- H. Additional information on Public Emergency Information can be found in *Emergency Support Function 15 – Public Affairs*.

V. PROCEDURES

- A. Emergency Communications, Warning and Public Information Procedures are the joint responsibility of the King County Sheriff's Office and the Northshore Fire District.
- B. The City of Kenmore shall follow the Emergency Services Coordinating Agency Amateur Radio Communications and Emergency Alert System Activation Procedures.
- C. Response procedures are separately published documents and should be developed in coordination with other agencies involved in this Emergency Support Function.

VI. RESPONSIBILITIES

- A. Kenmore Police/King County Sheriff and Northshore Fire District
 - 1. Develop and maintain communications, warning and public information procedures for the city.
 - 2. Recommend relocation or redistribution of radio and cellular telephone resources as necessary to most effectively maintain adequate communications in emergency situations.
 - 3. Arrange for additional communication resources when necessary.
 - 4. Provide for coordination of warning efforts and for the dissemination of warning and emergency public information.
- B. City of Kenmore Operations Section
 - 1. Provide communications equipment and staff to support

- 2. communication efforts.
 - 2. Provide support in the dissemination of warning information to the public.
- C. City of Kenmore Emergency Coordinator or Public Information Officer
- 1. Contact ESCA when information is to be released over the Emergency Alert System.
 - 2. Gather and coordinate emergency public information for timely release and provide informational briefings to City officials, news media and the public.
 - 3. Notify appropriate agencies to assist in the dissemination of information.
 - 4. Provide educational/informational brochures to the public as appropriate.
 - 5. Determine appropriate location(s) for public official and news media briefings.
 - 6. Assist in the development of Public Information Officer procedures and checklists for use during emergencies.
- D. City of Kenmore Finance Section
- 1. Manage City telephone and computer resources.
 - 2. Coordinate with communication services providers for additional emergency service or the re-establishment of disrupted services when appropriate.
- E. King County and NORCOM Communications Centers
- 1. Provide dissemination of National Warning System and National Weather Service information to public safety agencies.
 - 2. Coordinate back up communication systems and the re-establishment of disrupted 911 and communications center service.
- F. Emergency Services Coordinating Agency (ESCA)
- 1. Develop procedures and provide for the release of information over the Emergency Alert and MyStateUSA Systems.

2. Activate amateur radio personnel to support City communications as requested.
3. Provide for the release of public information through the Emergency Services Coordinating Agency Emergency Operations Center when activated.

G. Washington State Emergency Operations Center

1. Provide supplemental communication equipment and assistance in the dissemination of public information when appropriate.

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EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCY: City of Kenmore

SUPPORT AGENCIES: Northshore Utility District
Allied Waste
City of Lake Forest Park
Northshore Fire Department
King County Metro
Seattle Public Utilities
Kenmore Police Department/King County's Sheriff's Office

I. INTRODUCTION

A. Purpose

To provide for the coordination of public works and engineering operations and resources during emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide for the coordination of departments and agencies involved in public works and engineering activities. These activities include debris removal, repair and restoration of facilities and systems, technical advice, structural evaluation, engineering services and emergency contracting.

II. POLICIES

Public works and engineering activities shall be done in coordination with departments and agencies having roles and authority within the City to provide public works related services.

III. SITUATION

Emergencies and disasters may cause significant damage to facilities, infrastructure and buildings. It may be necessary in some cases to carry out reinforcement or demolition activities. Debris may make roads and highways impassable. Utilities which have suffered damage may be partially or totally inoperable. Equipment necessary for repair and restoration activities may be

damaged or insufficient in quantity to meet emergency needs. Outside assistance may be necessary to ensure timely and efficient response and recovery operations.

IV. CONCEPT OF OPERATIONS

- A. The Public Works Department is the lead agency for day-to-day and emergency public works and engineering services within the City. These services include coordination with contract service providers, construction and maintenance of transportation routes, coordination of solid waste collection, water and sewer services, vehicle and equipment maintenance, right of way and construction permit services.
- B. Water and sewer services within the City are provided by the Northshore Utility District. King County Metro and Seattle Public Utilities also have facilities within the City of Kenmore. The Operations Section shall ensure that coordination of response and recovery activities takes place between the Utility District and the Public Works Department. This coordination may include mutual support with staff and equipment.
- C. The Public Works Department shall provide direction and control over its resources and coordinate information with the Emergency Operations Center. Personnel shall operate according to specific directives, department procedures and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- D. The Operations Section shall coordinate with private utility companies responsible for electricity, natural gas, telephone, cable and solid waste collection to ensure recovery operations are conducted in as orderly manner as possible.
- E. In situations where roadways are damaged or blocked it will be the responsibility of the Operations Section to establish road clearing and restoration priorities in coordination with the Police Department and Fire District to ensure critical emergency operations and resource movement can be accomplished.
- F. The Public Works Operations Manager or designee will report to the Emergency Operations Center to coordinate public works field operations and resources when it is activated.
- G. The Public Works Operations Manager will coordinate with Allied Waste for both solid waste collection services, and disaster debris management

within the City.

- H. Additional resources and public works and engineering assistance may be obtained through existing mutual aid agreements and/or through contracts with private contractors.
- I. The Public Works Department will provide or contract for engineering services and perform or contract for major recovery work as appropriate for City owned buildings, operational facilities, roads and other public works infrastructure. These services include structural inspections to determine building and transportation route safety as appropriate.
- J. See also *ESF 14 – Long-Term Community Recovery*.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. City of Kenmore Operations Section
 - 1. Assess and report damage to the Emergency Operations Center.
 - 2. Clear and provide emergency repair of transportation routes.
 - 3. Coordinate with water and sewer service providers to facilitate restoration of services and for emergency potable water supplies.
 - 4. Provide or contract for debris removal services on public property and right of ways.
 - 5. Provide or contract for engineering services.
 - 6. Coordinate with private utility providers in the repair and re-establishment of services to the city.

7. In coordination with the City Building Official, develop and maintain procedure for evaluating, assessing and placarding city facilities.
8. Provide damage assessment information during and following a major emergency, disaster or catastrophic event to the EOC.
9. Develop and maintain standard operating procedures.

B. Northshore Utility District

1. Coordinate the prioritization of repair and restoration activities with the Public Works department.

C. Allied Waste

1. Provide for the continuation of regularly scheduled household waste pick-up services.
2. Coordinate with the Kenmore Public Works Superintendent for the collection and management of disaster-generated debris.

EMERGENCY SUPPORT FUNCTION 4 FIRE SUPPRESSION

PRIMARY AGENCY: Northshore Fire District

SUPPORT AGENCIES: Mutual Aid Fire Agencies
Kenmore Police/King County Sheriff
City of Kenmore
Emergency Services Coordinating Agency (ESCA)
Washington State Patrol - Fire Protection Bureau
Washington State Emergency Operation Center

I. INTRODUCTION

A. Purpose

To define agency responsibilities in fire response and establish policies for coordinating multi-agency firefighting activities.

B. Scope

This Emergency Support Function augments existing mutual aid agreements and fire response plans existing at the local, county and state levels. It provides guidance for managing and coordinating firefighting activities and resources.

II. POLICIES

A. The procedures established in local and countywide plans and mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. The Washington State Fire Services Resources Mobilization Plan shall be activated when mutual aid resources have been exhausted. The request for mobilization will be made through the King County Resource Coordinator. ESCA will be notified when such request is made.

III. SITUATION

Fires may occur at anytime and under many circumstances within the city. Fires are most likely to occur in residential or commercial structures. However, it is

also common for fires to occur in transportation accidents and in open fields or wooded areas posing a threat to the surrounding community.

A significant natural disaster or technological event may result in many urban and rural fires. Ignition sources of little concern during normal circumstances could cause many fires following an earthquake or other natural disaster. Fire may also result from a technological event such as an airline crash or hazardous material incident.

IV. CONCEPT OF OPERATIONS

- A. The Northshore Fire District is the lead agency for fire suppression activities within the City of Kenmore. Supporting agencies shall report to and operate under the direction of the Incident Commander. The Fire District may establish a unified command system with supporting agencies during large-scale incidents.
- B. The Fire District has existing mutual aid agreements with numerous agencies throughout King, Pierce and Snohomish Counties. Requests for assistance may be through existing mutual aid agreements. In situations when mutual aid is not available, requests for resources through the Washington State Fire Services Resources Mobilization Plan will be coordinated through King County. The City and ESCA will be notified when these resources are requested.
- C. The Police Chief or designee will allocate necessary resources to support Fire District operations and will report to the Emergency Operations Center to coordinate law enforcement field operations and resources when it is activated.
- D. On-scene management of emergencies shall follow the Incident Command System. Unified Command may be the preferred method of operations when multiple agencies are operating at an incident scene.
- E. Communications and emergency notifications will be through established channels. See also *ESF 2 – Communications and Warning*.
- F. The notification method used to mobilize off duty personnel will normally be by dispatch.
- G. The Fire Chief or designee shall provide direction and control over department resources and shall coordinate activities with the Emergency Operations Center.

- H. Command posts may be established for the coordination of field operations. The Incident Commander shall provide regular status reports to the Fire District Emergency Operations Center. The coordination of resources will normally be through the Fire District Emergency Operations Center. A unified command will be the preferred method of field operations when multiple departments/agencies have command posts established.
- I. The Fire District shall provide regular status reports to the City Emergency Operations Center.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response operations.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. Northshore Fire District
 - 1. Provide 24-hour response to fire emergencies.
 - 2. Provide coordination of fire resources and direction and control at emergency scenes.
 - 3. Develop and maintain resource lists for equipment, personnel and supply sources.
 - 4. Develop policies and procedures for department operations during emergencies and provide training for appropriate department staff.
 - 5. Provide a representative to the City Emergency Operations Center when activated to assist in the coordination and exchange of information of resources and operational activities. This may also be accomplished by established remote communication methods.

- B. Mutual Aid Fire Agencies
 - 1. Provide resources including equipment, staffing and supplies to support emergency operations.
- C. Kenmore Police/King County Sheriff
 - 1. Provide incident scene security, traffic control and evacuation operation support.
- D. City of Kenmore Operations Section
 - 1. Provide operational support with equipment, staffing, traffic control and coordination of utility providers during emergencies.
- E. Emergency Services Coordinating Agency
 - 1. Provide support and coordination of resource requests during major incidents.
 - 2. Provide coordination with Washington State Emergency Operations Center when activated.
 - 3. Work in coordination with the Regional Fire Mobilization Coordinator.
- F. Washington State Patrol - Fire Protection Bureau
 - 1. Coordinate resources through the Washington State Fire Services Resources Mobilization Plan when activated.
- G. Washington State Emergency Operations Center
 - 1. Coordinate requests for state and federal resources as appropriate.

EMERGENCY SUPPORT FUNCTION 5 INFORMATION ANALYSIS AND PLANNING

PRIMARY AGENCY: City of Kenmore

SUPPORT AGENCIES: All Contract and Government Service Agencies and Districts
All Agencies Providing Human Services
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

1. The purpose of this Emergency Support Function is to provide a method to collect, analyze and share information about a potential or actual emergency or disaster in order to enhance the response and recovery activities of the city.
2. To provide guidance in reporting response and recovery information to local and State emergency management agencies.

B. Scope

This Emergency Support Function addresses the informational needs of the City EOC and involves all City departments, agencies which support City operations, special districts and organizations which provide support to citizens during and after emergencies and disasters.

II. POLICIES

- A. All City departments, special districts, and support agencies are responsible for providing incident information to the Kenmore Emergency Operations Center. This information will be used by assigned staff to analyze the situation and develop appropriate action plans and obtain resources for response and recovery activities.

III. SITUATION

Any emergency or disaster creates a need for information flow between first response or field operations personnel and command or supervisory staff. In any emergency or disaster event requiring the activation of the Kenmore Emergency

Operations Center it is essential that information be obtained from field personnel to assist the Emergency Operations Center in establishing response and recovery priorities and determining potential future needs.

IV. CONCEPT OF OPERATIONS

- A. Whenever any part of the city is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the Emergency Operations Center (EOC) will be activated at the appropriate level to assess the situation.

All City departments, special districts, service providers and human service organizations involved in disaster operations and represented in the Emergency Operations Center will work to meet the information requirements of the Emergency Operations Center Staff and City leaders. This will include receiving periodic reports from their field representatives. Additionally, the Emergency Operations Center Staff may be required to request information from liaison coordinators to the local jurisdiction, surrounding jurisdictions or from ESCA to meet a specific requirement.

- B. The Plans Section is responsible for the management of information received in the Emergency Operations Center. The assigned departmental staff will be responsible for the collection, analysis, reporting and display of the current information. Action plans will be developed from this information by Emergency Operations Center Staff to meet the needs of the situation.
- C. The Plans Section will develop periodic situation reports and provide information to ESCA through the Emergency Coordinator as required by the event.
- D. Each City Department is responsible for developing their own reporting procedures. Each department is responsible for ensuring that their field operations staff are aware of the reporting procedures and that they provide reliable, timely information to the Emergency Operations Center.
- E. Information will be shared by posting on boards or charts, making announcements, holding periodic briefings, routing to other members of the staff or through the development of situation reports.
- F. The Finance Section will be responsible for obtaining a log of information received at the Kenmore Emergency Operations Center for permanent record keeping.

- G. The Emergency Coordinator shall provide a copy of the Local Proclamation of Emergency to ESCA for distribution to appropriate county, state and federal agencies by the most expeditious means available at the time of the event.

V. PROCEDURES

- A. Each City Department and agency involved in emergency and disaster operations is responsible for developing reporting formats and procedures for their department or agency. Reporting forms shall follow the approved format of the Emergency Management Committee.

VI. RESPONSIBILITIES

A. City of Kenmore Plans Section

1. Assist other Sections and supporting agencies in the development of reporting formats.
2. Procure information display materials, maps and supplies.
3. Collect, display and analyze information at the Emergency Operations Center. Share information with appropriate staff and develop action plans to support disaster operations.
4. Request information from other local jurisdictions and outside agencies as necessary.
5. Develop Situation Reports (Sitreps) and provide the reports to ESCA.

B. City of Kenmore Operations Section

1. Prepare reporting formats.
2. Establish departmental reporting procedures between field personnel and the Emergency Operations Center.
3. Analyze information specific to the department and prepare, or recommend action plans as appropriate.
4. Coordinate activities and share information with City Departments and outside agencies as appropriate.

- C. All Contract and Government Service Agencies, Special Districts and Human Service Agencies
 - 1. Prepare reporting formats.
 - 2. Establish reporting procedures between field personnel and the Emergency Operations Center.
 - 3. Analyze information specific to the organization and prepare, or recommend action plans as appropriate.
 - 4. Coordinate activities and share information with City departments and outside agencies as appropriate.
- D. Emergency Coordinator
 - 1. Provide a copy of the Local Proclamation of Emergency to ESCA.
- E. Finance Section
 - 1. Maintain a log of information received at the Emergency Operations Center for permanent record keeping.
- F. Emergency Services Coordinating Agency (ESCA)
 - 1. Evaluate information received from the Kenmore City EOC and forward all critical information to the appropriate county, state, and federal agencies.

EMERGENCY SUPPORT FUNCTION 6 MASS CARE, HOUSING AND HUMAN SERVICES

PRIMARY AGENCIES: City of Kenmore
Kenmore Police/King County Sheriff

SUPPORT AGENCIES: American Red Cross
Emergency Services Coordinating Agency (ESCA)
Public Health Seattle/King County
Local Human Service Agencies, Churches and Volunteer
Agencies
Local Animal Care Facilities, including PAWS

I. INTRODUCTION

A. Purpose

To provide a coordinated method of mass care activities including: shelter of people and animals; feeding and first aid following an emergency or disaster; to operate a disaster welfare information system to collect, receive and report information about the status of victims and assist with the reunification of family members; and to coordinate the distribution of emergency relief supplies.

Human services may include related recovery efforts such as counseling, benefit claims assistance, identification and postal services, financial services and associated human services that can be delivered through Federal Disaster Assistance Service Centers, as needed.

Long-term community recovery needs are addressed in *ESF 14 - Long-term Community Recovery*.

B. Scope

This ESF addresses responsibilities and priorities for mass care services that are needed during emergencies. Mass care services are a shared responsibility between City of Kenmore, the King/Kitsap County Chapter of the American Red Cross, the Emergency Services Coordinating Agency and other community and volunteer agencies.

The *National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)*, requires local and state emergency preparedness authorities include plans for pets and service animals in disaster plans,

grants FEMA the authority to assist states and local communities in developing disaster plans to accommodate people with pets and service animals, authorizes federal funds to help create pet-friendly emergency shelter facilities and allows FEMA to provide assistance for individuals with pets and service animals, and the animals themselves following a major disaster. Animal care and pet sheltering issues are addressed in the *ESCA Animal Disaster Protection Annex* (located behind this ESF). More detail can be found in the Washington State and King County *Comprehensive Emergency Management Plan(s)*, *ESF-11: Agriculture & Natural Resources*.

Initial response activities will focus on meeting urgent needs of victims. Recovery assistance available through local agencies and temporary housing, loans and grants for victims under federal disaster assistance programs may need to be coordinated with mass care activities in order to provide the best service to the community. A collaborative response by City, private and non-profit organizations will greatly benefit and facilitate mass care services in the Kenmore area.

II. POLICIES

- A. In circumstances where there is an immediate need for mass care services, the City of Kenmore may provide limited mass care services utilizing available facilities and resources on a temporary basis.
- B. The American Red Cross will provide mass care services as disaster conditions dictate and resources allow, in accordance with the *Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288)*, as amended and the *National Response Framework*.
- C. All mass care and shelter services will be provided without regard to economic or marital status, gender identity, or racial, religious, political, ethnic or other affiliation; and will attempt, but not guarantee, to meet current requirements for the *Americans with Disabilities Act* and the standards of the American Red Cross.
- D. Appropriate federal, state and City, volunteer agency and private sector resources will be used as available.
- E. The Disaster Welfare Information will be gathered and disseminated only by the American Red Cross utilizing established procedures.
- F. Shelters for pets may be activated by City of Kenmore Police Department/Animal Control as described in the *ESCA Animal Disaster*

Protection Annex (located behind this ESF). Pet shelters may be separated from shelters for citizens.

- G. The Washington State Departments of Agriculture (WSDA) and Fish and Wildlife (WDFW) represent animal health concerns of the state which may involve the diagnosis, prevention and control of foreign animal diseases and diseases of public health significance, and assistance in the disposal of dead animals in accordance with Appendix B (*State Animal Response Plan*) of *Emergency Support Function 11 of the Washington State Comprehensive Emergency Management Plan*.

III. SITUATION

Serious damage to the community will quickly overwhelm local resources which have a primary function of gathering damage information and responding to immediate life threatening situations. Damage to roads, airports, communications and structures will hamper response efforts. Emergency workers may be injured, involved with personal problems resulting from the situation or be unable to reach their designated posts.

Hundreds of victims may be forced from their homes due to damage, environmental conditions or severe weather. There may be large numbers of dead or injured. Family members may be separated immediately following a sudden impact event. Transients, such as tourists and business travelers may be stranded long distances from home and require assistance.

There may be a requirement for shelter sites for hundreds to thousands of people and pets impacted by the disaster. Many will be separated from their families due to impassable transportation routes and gridlock.

IV. CONCEPT OF OPERATIONS

- A. The Plans Section will be the primary City agency for establishing temporary mass care services and facilities until Red Cross and other disaster relief agencies establish operations. This may be as long as three (3) days.
- B. The Plans Section will coordinate the use of City facilities and parks for use as mass care locations.
- C. Requests for establishment of Red Cross Mass Care Centers will be coordinated through ESCA.

- D. Once the Red Cross has established mass care operations, ESCA will assist the Red Cross as needed in the coordination of other local human service agencies and volunteer groups in support of mass care operations.
- E. Initial information to be released to the public regarding mass care facility services and locations will be coordinated through ESCA and the American Red Cross Public Information Officer if appointed. The Red Cross will normally take over the public information role for Red Cross activities once mass care operations are established.
- F. The Plans Section is responsible for identifying and developing resource lists of local volunteer groups and organizations that will assist with mass care operations and assist those individuals with special needs who require special assistance.
- G. The Plans Section, in cooperation with the Police Department and with assistance from local animal welfare groups, is responsible for pre-identifying appropriate locations for pet shelters within the city and developing plans for shelter operation.
- H. The Finance Section will be responsible for providing food and shelter support to City employees working during emergency operations.
- I. The Kenmore Police/King County Sheriff is responsible for providing security at shelter and mass care locations when necessary.
- J. Ongoing mass care and recovery assistance to victims after the disaster will be provided directly to the public through federal, state and county programs and through private agencies and local volunteer organizations.

V. PROCEDURES

- A. The Plans Section is responsible for developing policies and procedures for the use of City property and facilities for mass care operations. This Section is also responsible for developing resource lists and procedures for use by City staff for operating shelters prior to the arrival of Red Cross personnel.
- B. The American Red Cross and other agencies providing mass care services have established procedures in place for providing mass care services to the community. These are separately published documents that are developed and maintained by the individual agencies and organizations. Volunteers and City staff working in support of these

organizations are required to operate according to these procedures.

- C. Assistance for individuals with “special needs” during disasters will be coordinated with Public Health Seattle/King County, ESCA and local human service agencies.

IV. RESPONSIBILITIES

A. City of Kenmore Plans Section

1. Identify City property and facilities suitable for use as mass care locations.
2. Develop policies and procedures for the operation of City facilities as mass care centers.
3. Provide staff and resources for the operation of mass care centers.

B. American Red Cross

1. Provide mass care operations according to established procedures and policies.
2. Provide coordination of mass care information and activities with the Emergency Operations Center.

C. Kenmore Police/King County Sheriff

1. Provide law enforcement services at public shelters as needed.
2. With the Plans Section, coordinate for pet sheltering and assistance with local animal welfare agencies.

D. Emergency Services Coordinating Agency (ESCA)

1. Coordinate requests for shelter and mass care assistance through the local Red Cross Chapter.
2. Coordinate with outside agencies that provide mass care services to ensure the needs of the community are met.
3. Coordinate assistance to "special needs" individuals through local human service agencies.

- E. Local Human Service Agencies and Volunteer Organizations
 - 1. Provide mass care and human services according to established policies and procedures.
 - 2. Coordinate activities with the Red Cross and the Emergency Services Coordinating Agency to ensure community needs are met.
- F. Local Animal Service Agencies and Volunteer Organizations
 - 1. Provide animal care and sheltering assistance according to established policies and procedures.
 - 2. Coordinate activities with the Emergency Services Coordinating Agency to ensure community needs are met.
- G. City of Kenmore Finance Section
 - 1. Provide food and shelter for City staff working during emergency operations.
 - 2. Register volunteer workers according to established procedures.
 - 3. Develop resource lists for mass care supplies.

ANIMAL DISASTER PROTECTION PLAN

For ESCA Member Cities

Annex to ESF 6 – Mass Care and Human Services

PRIMARY AGENCIES: Progressive Animal Welfare Society (PAWS)
Washington State Animal Rescue Team (WASART)

SUPPORT AGENCIES: Emergency Services Coordinating Agency (ESCA)
ESCA Member Cities:

Brier	Mill Creek
Edmonds	Mountlake Terrace
Kenmore	Mukilteo
Lake Forest Park	Woodinville
Lynnwood	Town of Woodway

Community Transit

Everett Transit

Sound Transit

Metro Transit

Washington Animal Response Management (WARM)

Red Cross of Snohomish County

Red Cross of King/Kitsap Counties

Local veterinary clinics, kennels, and animal boarding facilities

Sarvey Wildlife Center

I. INTRODUCTION

A. SITUATION

Pets and livestock can become victims of disaster. Pets can be injured or become separated from their owners, and livestock can be displaced or threatened by emergency conditions. Recent experiences demonstrate

that disaster animal welfare plans are an essential component in overall community emergency response and recovery planning.

B. PURPOSE

This document articulates how animal welfare will be coordinated, and is the basis for development of supporting plans and procedures consistent with state and national standards for dealing with animals in a disaster.

This procedure establishes a working structure for animal rescue, evacuation, shelter, veterinary services, and mortality management during disasters that occur within the boundaries of one or more of ESCA's member Cities. The plan is intended to assist volunteer organizations in addressing needs of pets, livestock, poultry, horses and captive wildlife during disasters.

C. AUTHORITIES AND REFERENCES

Comprehensive Emergency Management Plans

- Brier Comprehensive Emergency Management Plan
- Edmonds Comprehensive Emergency Management Plan
- Kenmore Comprehensive Emergency Management Plan
- Lake Forest Park Comprehensive Emergency Management Plan
- Lynnwood Comprehensive Emergency Management Plan
- Mill Creek Comprehensive Emergency Management Plan
- Mountlake Terrace Comprehensive Emergency Management Plan
- Mukilteo Comprehensive Emergency Management Plan
- Woodinville Comprehensive Emergency Management Plan
- Town of Woodway Comprehensive Emergency Management Plan

Washington State Comprehensive Emergency Management Plan, Emergency Support Function (ESF) 11, Appendix A, Tab B – Washington Animal Response Management Plan, March 2006.

RCW 38.52, *Emergency Management*

Federal Emergency Management Agency, Disaster Assistance Policy DAP9523.19, *Eligible Costs Related to Pet Evacuations and Sheltering*, dated October 24, 2007.^a

National Pets Evacuation and Transportation Standards Act (H.R. 3858-PETS)

Americans With Disabilities Act (ADA)

^a Always refer to the most current version before assuming eligibility for possible reimbursement. FEMA policies change frequently.

Inter-local Cooperation Agreement for the Emergency Services
Coordinating Agency (ESCA)

D. RELEVANT DEFINITIONS

Congregate household pet shelter – Any private or public facility that provides refuge of rescued household pets and the household pets of shelter clients in response to a declared major disaster or emergency under federal regulations.^b

Household pet – Any cat, dog, or other domesticated animal normally maintained in or near the domicile of the owner or caregiver of the animal. For the purpose of this plan, household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals, and animals kept for racing purposes.

Service animal – In accordance with the Americans with Disabilities Act (rev. July 2010): A dog or miniature horse trained to perform specific tasks for a person with a sensory, emotional, mental or physical disability.

PAWS – Progressive Animal Welfare Society

- On a daily basis, PAWS operates an animal rescue, rehabilitation, and adoption center for dogs and cats. During disaster, PAWS will take the lead as the primary animal welfare coordinating group and will provide animal shelter services.
- PAWS has a wildlife rescue and rehabilitation department that may be utilized, to some degree, if captive wildlife are discovered during animal rescue and shelter operations. **Limited capability is available to assist with captive exotic animals.**

Sarvey Wildlife Center – Sarvey rescues and rehabilitates orphaned, injured, and sick wild animals from the Puget Sound area. In the event exotic or captive wildlife are discovered during animal rescue and shelter operations, Sarvey will be utilized as a backup resource and subject matter expert.

WARM – Washington Animal Response Management – Established to coordinate the response of State agencies in assisting local and volunteer organizations to provide all animals affected by natural or technological disasters. Activities include: emergency medical care; evacuation; rescue;

^b Household pets are defined separately from horses or farm animals because of eligibility for the reimbursement of eligible costs in the event of a federally declared emergency.

temporary confinement, shelter, food and water; and identification for return to the owner.

WASART – Washington State Animal Rescue Team – WASART is a volunteer organization that partners with government agencies and other public and private organizations to rescue, transport and shelter animals in a disaster or emergency. WASART will be the lead animal rescue agency.

II. CONCEPT OF OPERATIONS

- A. These special procedures for dealing with animals are activated by ESCA upon occurrence of an emergency or disaster as defined in Chapter 38.52, Revised Code of Washington and at the request of one or more of ESCA's member Cities.
- B. Animal rescue and shelter activities are coordinated through the ESCA Emergency Operations Center (EOC) and will be addressed on a regional basis.
- C. The primary animal disaster shelter organization is PAWS. PAWS will be activated by ESCA. Where possible, PAWS members will be registered in advance as Emergency Workers under RCW .
- D. When animal rescue activities are required, ESCA will activate WASART. Where possible, WASART members will be registered in advance as Emergency Workers under WAC 118-04.
 - WASART will work in partnership with PAWS. WASART will be the lead agency for: (a) animal search, rescue and recovery; and (b) large animal sheltering (e.g., horses, camelids, etc.).
 - WASART will support animal shelter operations as a secondary duty according to needs and staffing availability.
- E. Animal welfare response will provide for joint owner-pet rescue/evacuation whenever possible without endangering human life.
- F. Maximum attempt should be made to identify and establish animal evacuation shelters in close proximity to human sheltering facilities. Adjacent sheltering is the desired method.
- G. Household pets in cages or carriers, or are under close control will be allowed to use public transit^c for movement to shelter facilities.
- H. Those facilities that normally house multiple animals (animal hospitals, boarding kennels, etc.) are encouraged to create evacuation plans for such animals consistent with this procedure.

^c According to current transit policies.

- I. Coordination of animal disaster operations will be conducted according to the standards and practices of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- J. According to updated FEMA policy, domesticated animals (not kept for commercial purposes) can travel in commercial carriers and be housed in temporary facilities. Wherever possible, household pets will be housed adjacent to established public shelters.
- K. Local governments that conduct animal shelter operations or receive evacuees from areas declared a major disaster or an emergency^d may seek reimbursement for eligible pet rescue, sheltering and evacuation-support costs. This only applies to household pets and service animals. Contractors and private nonprofit (PNP) organizations can be reimbursed through the ESCA Member Cities provided that the contractor or PNP is performing operations on behalf of the ESCA Member Cities and ESCA according to this plan, and all eligible expenses are documented.
(Reference FEMA Disaster Assistance Policy DAP9523.19 - October 24, 2007).
- L. It is foreseeable that some emergency operations may take priority over the rescue of animals under this plan. Although every effort will be made to include animals in all emergency response strategy, circumstances may prevent the full implementation of that strategy.
- M. Ineligibility of horses and farm animals for FEMA reimbursement in a major disaster will not impact the purpose of this plan to carry out the rescue and evacuation of such animals to the extent possible with the resources available.

III. RESPONSIBILITIES

A. ESCA

ESCA activates and coordinates animal disaster welfare operations through the Emergency Operations Center upon request of the member City(s). ESCA's responsibilities include:

- 1. Overall coordination of disaster mitigation, preparedness, response, and recovery in accordance with the law and the Comprehensive Emergency Management Plan.
- 2. Provide overall coordination of emergency/disaster animal welfare response activities.
- 3. Activate the provisions of this plan.
- 4. Provide assistance where possible through the resource management capabilities of the Emergency Operations Center.

^d Robert T. Stafford Disaster Relief and Assistance Act, as amended.

B. PAWS

PAWS is the recognized alliance of volunteers responsible for executing this animal emergency plan. Responsibilities include:

1. Develop and maintain lists of resources, including trained volunteers and animal professionals able to provide assistance in a disaster.
2. Maintain a trained volunteer base in accordance with PAWS' internal policies and procedures.
3. Coordinate just-in-time, on-site training for animal professionals and trained animal shelter/rescue volunteers as needed during an event.
4. Provide safety and awareness briefings as needed to first responders and disaster volunteers.
5. Conduct domestic animal shelter activities using PAWS personnel and coordinating the efforts of additional groups as available and appropriate.
6. Conduct **limited** exotic animal rescue and shelter activities as resources allow. (See Appendix 8 for additional details.) Assist in identifying and contacting appropriate exotic animal partners to aid in rescue and shelter efforts.
7. Develop and release public information prior to the emergency or disaster on disaster planning and safety for animals.
8. Notify and mobilize all PAWS volunteers and partnering animal groups in time of emergency.
9. Assist ESCA and the Red Cross with identification of suitable facilities for animal shelters and other animal rescue and shelter resources.
10. Be prepared to make reports to the Emergency Operations Center (EOC) on animal emergency response activities.
11. Participate, through the appropriate EOC representative, in development of animal rescue and shelter provisions in the Incident Action Plans (IAPs) prepared for each operational period.
12. Assist with the annual review and revision of plans and procedures for dealing with animals in an emergency or disaster.
13. Prepare after action reports for ESCA.

C. WASART

WASART is the lead agency for animal rescue operations. They will coordinate activities with PAWS and other regional partners as appropriate. Responsibilities include:

1. Develop and maintain lists of resources, including trained volunteers and animal professionals able to provide assistance in a disaster.
2. Maintain a trained volunteer base in accordance with WASART's internal policies and procedures.

3. Coordinate just-in-time, on-site training for animal professionals and trained animal shelter/rescue volunteers as needed during an event.
 4. Provide safety and awareness briefings as needed to first responders and disaster volunteers.
 5. Conduct large-animal shelter activities using WASART personnel and coordinating the efforts of additional groups as available and appropriate.
 6. Conduct **limited** exotic animal rescue and shelter activities as resources allow. Assist in identifying and contacting appropriate exotic animal partners to aid in rescue and shelter efforts.
 7. Develop and release public information prior to the emergency or disaster on disaster planning and safety for animals.
 8. Notify and mobilize all WASART volunteers and partnering animal groups in time of emergency.
 9. Assist ESCA with identification of suitable facilities for large-animal shelters and other animal rescue and shelter resources.
 10. Be prepared to make reports to the Emergency Operations Center (EOC) on animal emergency response activities.
 11. Participate, through the appropriate EOC representative, in development of animal rescue and shelter provisions in the Incident Action Plans (IAPs) prepared for each operational period.
 12. Assist with the annual review and revision of plans and procedures for dealing with animals in an emergency or disaster.
 13. Prepare after action reports for ESCA.
- D. Each City's Department of Animal Control will carry out its statutory responsibilities in coordination with PAWS and WASART *to the extent possible*.
- E. Washington Animal Response Management (WARM) assistance may be requested in the event local resources are overwhelmed.

IV. PROCEDURES

- A. PAWS and WASART are independent agencies. As such, each is responsible for maintaining a database of local resources to be used for animal disaster response. Resources will include, but not be limited to, trained and professionally qualified volunteers, contact information, available supplies, equipment, facilities and transportation.
- B. Animal disaster response volunteers from each agency will participate in animal handling skills and animal behavior training and disaster exercises as a part of disaster readiness. It is highly recommended that all volunteers also are "NIMS compliant" with Incident Command System courses, ICS-100 and ICS-700.

- C. PAWS will coordinate with the Red Cross chapters (King/Kitsap and Snohomish Counties) to develop co-location (adjacent facilities) of human/household pet shelters to the extent possible.
- D. ESCA will activate the provisions of this plan by contacting PAWS and WASART leadership. Activate means notification of the PAWS and WASART personnel, implementation of domestic animal evacuation and shelter operations, and conducting other animal rescue activities as Emergency Workers as defined in WAC 118-04.
- E. A designated representative from PAWS and/or WASART will coordinate with the EOC Public Information Officer (or Joint Information Center) to ensure dissemination of information on the location and availability of animal shelters and animal care resources. The joint public information process will be used for reunification of animals with their owners.
- F. The Seattle/King Health Department or Snohomish Health District and Washington State Department of Agriculture will assist with identification, prevention and control of animal diseases that may impact public and animal health.
- G. PAWS and WASART, in cooperation with Animal Control, will coordinate with the EOC for removal and disposal of animal carcasses consistent with internal policies and requirements of the Seattle/King Health Department or Snohomish Health District and Washington State Department of Agriculture.

V. TRAINING AND EXERCISING

- A. ESCA is responsible for including scenarios utilizing the Animal Plan in training and exercise opportunities as appropriate.
- B. PAWS and WASART are responsible for:
 - 1. Providing all basic skills trainings to their volunteers, including --
 - Animal handling and care
 - Documentation and accountability procedures
 - Animal shelter set-up, management, demobilization and associated activities
 - Search and rescue (as appropriate)
 - 2. Participating in Animal Plan training and exercise opportunities as appropriate.

VI. PLAN MAINTENANCE

- A. ESCA will have responsibility for maintaining the basic Animal Plan.

- B. PAWS and WASART will have responsibility for formulating and updating plans, procedures, and guidelines for their respective organizations. Copies of disaster-related documents will be provided to ESCA for inclusion in this document as Appendices.
- C. Review and update cycle:
 - 1. The basic Animal Plan will be reviewed every five years.
 - 2. PAWS and WASART Appendices will be reviewed every five years by the respective agencies.
 - 3. Interim reviews and updates may occur at any time during the cycle as necessary. The five-year cycle will then start from the date of the most current review and update.

Appendix 1

Contact Information for Participating Agencies

Progressive Animal Welfare Society (PAWS)

15305 4th Avenue W
Lynnwood, WA 98037
Main phone: 425/787-2500
Emergency Contact: Kay Joubert
Emergency phone: 425/412-4029
KJoubert@paws.org

WA State Animal Rescue Team (WASART)

Emergency Contact: Gretchen McCallum
Phone: 360/886-7276
animalresponseteam@gmail.com

Sarvey Wildlife Center

Emergency Contact: Leslie Henry
Phone: 360/435-4817
Leslie@sarveywildlife.org

Appendix 2 – Potential Pet Sheltering Sites

Develop in coordination with Red Cross and other partners

Bitter Lake Community Center 13035 Linden Avenue N Seattle, WA 206/684-7524	Storage space within Bitter Lake Shelter House Completely enclosed ~800 sq. ft. Concrete structure and floor Single-room Bathrooms located in Community Center Water - yes Heat - no Electricity - yes Large roll-up door that opens onto wading pool
Magnuson Hangar 30 7400 Sand Point Way NE Seattle, WA 206/684-4946	20,000 sq. ft. space with 32 ft ceiling Concrete and steel construction Not earthquake retro-fitted Water – yes, hose spigot in adjoining room Heat -no Electricity -yes Not considered for human sheltering Large truck door

Appendix 3 – Pet Sheltering Supplies

The City of Everett has a regional go-kit with necessary supplies for a setting up of a temporary small animal housing area. The go-kit contains enough supplies to care for 20 animals and can be requested through the Everett Office of Emergency Management. Included in this kit are:

- 20 large wire crates
- Bleach – 96 oz.
- Bucket – 5 gallon with lid
- Cat litter trays
- Duct tape
- Food bowls – 40 stainless steel, 1 quart
- Leather gloves
- Muzzles – 1 package various sizes
- Nylon leashes – 20
- Hospital name band material
- Spray bottles - 3
- Watering can - 1
- Zip ties – 7.5”

Upon opening of the shelter, the following supplies will need to be acquired:

- Pet Shelter Forms
- Cat Food
- Dog Food
- Cat Litter (preferably wood pellets or pelletized horse bedding)
- Plastic (6 mil) for walls and floor
- Plastic sheet protectors
- Rubber runners
- Microchip scanners
- Camera with printer
- Printouts of all forms
- Hoses
- Towels/Blankets
- Paper towels
- First Aid Kits
- Hand Sanitizer

Appendix 4 – Pre-Disaster Outreach and Public Education

The following pages are suggestions for pre-disaster efforts at outreach and public education.

Pets and Disasters Fact Sheet

What can I do to protect my pets BEFORE a disaster?

A disaster can hit your area with or without notice, that's why it is very important for a family to be prepared in case such an event should occur. The best preparation is a family household disaster plan, and this plan should always include your pets. There are several things a family should do before a disaster approaches to better prepare. Contact your veterinarian, local animal shelter, humane society, or emergency management office for information on caring for pets in an emergency. Find out if there are any shelters set-up to take pets in an emergency, but keep in mind that shelters are usually full even without a disaster so any space would be very limited. Check with your veterinarian to see if he can board your pet or if there is someone he could recommend in the area or town you have designated as your family evacuation site. If you decide to take your pet with you, have a carrier that allows your pet to stand up and turn around inside. Put familiar items such as the pet's normal bedding and favorite toys inside. Train your pets to become comfortable with the carrier beforehand by using it as its "room", and feeding it in the carrier and placing a favorite toy or blanket inside. Keep a list of hotels that will accept pets, and be sure to ask if there are any size restrictions.

When assembling emergency supplies for the household, include items for pets such as extra food, kitty litter, bowls, and extra medication. Pets should have their vaccines current, and records kept in a plastic, sealable bag. If your pet gets separated from you, proper identification may be its only way home, so make sure it has a properly fitted collar or harness that includes current license, identification and rabies tags. Microchips are also a good way for your pet to be identified, but not every shelter and clinic has access to a microchip scanner, and not all scanners read all chips.

What can I do to protect my pets DURING a disaster?

During a disaster bring your pets inside immediately. Animals have instincts about severe weather changes and may isolate themselves or try to escape, especially if they are afraid. Never leave a pet outside or tied up during a storm. You may need to separate dogs and cats, because even if your pets normally get along, the anxiety of an emergency situation can cause pets to act unreasonably. If you decide to evacuate during a disaster, plan to take your pets with you. Do not leave your pet at home during a disaster because you never know what will happen when you are gone, or when you will be able to get back. Remember to take your pet's medical records and medicines

with your emergency supplies. If you have a bird, make sure the bird is caged and you have a thin cloth or sheet to cover the cage. The stress of moving and the anxiety of the disaster may stress the bird, and being in a covered cage may help alleviate some of this. Not all evacuation facilities will accept animals, so it would be better for you to evacuate early with your pet to a previously identified safe location than to wait until it is too late and you have to be evacuated by emergency personnel that may not allow you to bring your animal.

What can I do to protect my pets AFTER a disaster?

Just because a disaster has passed, do not assume that the worst is over. Do not let your pets loose in the house or yard until you have had the chance to examine everything very carefully. It is possible, especially with flooding, that there may be damage to your home which could hurt you or your pet. Carefully walk the yard to verify the fence is intact and there is nothing new and dangerous in the yard, particularly snakes or other dangerous animals which may have come into your yard during flooding.

If your pet was placed in a shelter or boarding facility, contact them as soon as possible to verify your pet is fine and let them know when you will be able to come get it. If your pet is lost during a disaster, check with your area shelters every day since strays only have to be held for 3 days before being considered unclaimed and put to sleep.

Don't be surprised if your pet is more anxious or fearful after a disaster. Familiar scents and landmarks may look different and your pet may become confused and lost. Normally quiet and friendly pets may become defensive and aggressive. It's very important to observe your pets closely after a disaster, and give them extra attention, if necessary. They won't understand everything that just happened, and will look to you to provide some stability and comfort.

Where can I get more information on protecting my pet during a disaster?

Your veterinarian is always your best source of information. You can also visit the following websites for more information.

www.countypets.com

www.bt.cdc.gov/planning

www.fema.gov

Source of information:

Federal Emergency Management Agency (FEMA)

Checklist for Disaster Preparedness for Pets

You should already have these for the people in your household:

- ☐ Written family disaster plan
- ☐ Disaster preparedness kit

Add the following items for your pet(s):

- ☐ Crate and bedding
- ☐ Food, water, manual can opener and dishes
- ☐ Plastic garbage bags, paper towels, newspaper (when shredded, can be used as cat litter), disinfectant
- ☐ Collar, leash, harnesses
- ☐ Muzzles, gauze rolls
- ☐ Identification tags
- ☐ Current medical and vaccination records
- ☐ Extra bottles of daily medications or copies of prescriptions with current expiration date
- ☐ Current photos
- ☐ Pet comfort items: towels, blankets, toys
- ☐ A list of hotels, motels and boarding kennels that accept pets
- ☐ Detailed instructions for animal care and rescue workers
- ☐ First aid kit
- ☐ Flashlights, batteries
- ☐ Copies of health certificates
- ☐ Out-of-STATE telephone contact

What to Expect if you register your pet into a Pet Shelter

In a disaster, Pet Shelters will be co-located with Human Shelters whenever possible. In this situation, owners are expected to take care of their pets. Below is a checklist of what to bring and what to expect:

What to bring to the Pet Shelter:

- Your pet on a leash or in a carrier
- Food for your animal
- Any medications your animal is taking
- Vaccination records
- A picture of *yourself with your pet*
- Your ID

What happens next?

- The Pet Shelter will have housing for your pet (usually a crate).
- You are expected to feed and water your pet every day.
- You are expected to clean up after your pet every day.
- If applicable, you are expected to exercise your pet every day.
- You are expected to check on your pet twice per day.
- Your pet must be on a leash or in its crate at all times.
- You will be given an ID band to ensure that you and your pet belong together. This ensures the safety of your pet.

What if I can't care for my pet or need help?

- If you need help caring for your pet in the Pet Shelter, volunteers are available.
- If you are completely unable to care for your pet and cannot keep ownership of your pet, you should surrender your pet to the local Animal Shelter or other rescue organization.
- If you do not care for your pet within the Pet Shelter for 48 hours or more, your pet will be considered abandoned and removed to the local Animal Shelter.

Household Pet Exposure to Potential Toxins/Chemicals Fact Sheet

What are toxins and chemicals?

Chemicals are substances produced to be used as a tool to get something done.

Toxins are a type of chemical produced by a living organism such as bacteria. Animals can have bad reactions to chemicals or toxins because they are too strong for the animal's body.

How can my pet be exposed?

Pets are at higher risk of being exposed to toxins or chemicals because they tend to get into things and places their owners cannot, particularly when the animals are outside. In addition, animals are more likely to eat or drink things found out in the environment. Some examples include: swimming in contaminated water, licking antifreeze left on a driveway, or running through a recently fertilized field. A pet does not have to live near a chemical plant to be exposed to toxins or chemicals. Anywhere there are chemicals is a perfect place for your pet to be exposed.

What signs may be present if my pet is exposed to a toxin or chemical?

The typical signs associated with a reaction to a chemical or toxin can be as different as the chemicals themselves, but some common signs include: vomiting, diarrhea, coughing up food or blood, irritated skin, drooling, behavioral changes, seizures, shaking and weakness. In other cases, the owner *might not* see any change in the animal's behavior, but can smell the chemical or see it on its coat. If your pet is showing these signs or you suspect it may have come in contact with a chemical or toxin, contact your veterinarian immediately or call Washington Poison Center at (800) 222-1222.

What can I do if my pet is exposed to a toxin or chemical?

The first thing you should do if you think your pet is exposed to a toxin or chemical is to keep it from getting exposed more by cleaning it up or removing the animal from the area. If it is on the animal's skin, don't let it run around and spread the chemical to other things. Next, try to find out what your animal was exposed to, which will help determine the appropriate treatments. If your pet is showing signs of being sick, it should be seen by a veterinarian as soon as possible.

If the animal has something on its skin or coat and is not acting sick, decontamination or removal can be done at home with water and mild, plain dish soap. Other cleaning products are too strong and can make the pet sick or damage the skin.

When washing your animal, be sure to protect yourself by wearing gloves and a long sleeve shirt and pants. Wash your pet several times and rinse very well. Dry the

animal with a rag or towel and then dispose of these items to prevent further spread. If you feel you were exposed to the chemical or toxin during the bath, remove your clothes quickly and wash your entire body with soap and water. If there is a major chemical event in your area, there will likely not be decontamination areas for pets, and owners will be asked to wash their pets at home.

How can I prevent my pet from being exposed to a chemical or toxin?

The safest way to control and protect your pet from being exposed to toxins or chemicals is by controlling their activities. In King and Snohomish Counties, animals must be confined or on a leash at all times (except for off-leash parks). By keeping your pets away from areas that may contain toxins or chemicals, you are reducing their risk of being exposed. Household chemicals should also be stored away and out of the reach of pets. If you have a small chemical spill around your house, do not allow anyone near it and clean it up as quickly as possible. If the chemical spill is too large or is making you sick, call 911.

Where can I get more information if my pet is exposed to a toxin?

Your best source for pet information is always your veterinarian. If you have additional questions, please contact him/her.

Recommendations for Pet Owners in Hotels

- Clean-up pet urine and waste immediately.
- Do not keep pet urine or waste in your hotel room.
- Clean your pet's living area daily.
- Notify Housekeeping when a major clean-up is needed.
- After cleaning-up after your pet, wash your hands.
- Keep your pet on a leash or in a carrier inside and outside of the hotel.
- Make sure your pet has food and fresh water.
- If your pet has been in floodwaters, bath him or her with a non-irritating oil-stripping shampoo labeled for pets. If you are unsure what to use, contact a veterinarian.
- If your hotel allows you to keep your pet in the room while you are not present, keep your pet in a locked carrier.
- If you suspect that your pet is ill, consult a veterinarian.
- Have you lost a pet? If you or someone you know needs to be reunited with their pet, contact Seattle Animal Shelter or your local animal control organization.

Bite Prevention

Pets that were evacuated are likely under stress because they are away from their home and familiar surroundings. Sometimes stressed animals act differently than they normally would. Even though you love your pet, it is important to be cautious during these times.

To Prevent Animal Bites:

- **Be careful when new people approach your pet.**
- **Do not approach unknown animals.**
- **Loud noises and fast movements can be scary, so approach all animals calmly and quietly.**
- **Keep your pet on a leash or in a carrier, especially in unfamiliar surroundings.**
- **Keep your animal's rabies vaccine information in an accessible location in case someone does get bit.**

If you are bitten:

- **Immediately wash the wound with soap and water.**
- **Consult a physician.**
- **Report the bite to Seattle Animal Shelter or your local animal control agency.**

Pet Owner's Prescription for Health

Pets that were evacuated may have been exposed to contaminated water or other harmful substances. Being away from home and in unfamiliar surroundings may make them more susceptible to infections. The following are some recommendations to help keep them healthy and to prevent you from getting sick as well.

1. Bathe your pet if it has been exposed to flood waters.
2. Wash your hands after cleaning-up after your pet.
3. Watch your pet closely for any of the following signs:
 - a. Vomiting/diarrhea
 - b. Skin/ear infections
 - c. Conjunctivitis
4. If you suspect that your pet is ill, consult a veterinarian.

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EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT

PRIMARY AGENCIES: City of Kenmore
Kenmore Police/King County Sheriff
Northshore Fire District

SUPPORT AGENCIES: Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To provide for the effective management of resources during emergencies and disasters.

B. Scope

Resource support involves the provision of services, personnel, supplies and facilities during disaster response and recovery.

II. POLICIES

- A. Each City Section is responsible for developing and maintaining lists of Department resources, including equipment, personnel and supplies for use during emergency and disaster operations.
- B. Each City Section assigned responsibilities in this *Comprehensive Emergency Management Plan* is responsible for developing and maintaining lists of equipment and service providers necessary to support the departments' responsibilities and functions during disaster operations.
- C. The Emergency Coordinator shall provide copies of resource lists of equipment and service providers to ESCA for inclusion in the resource database.
- D. Requests for resources other than contract or mutual aid from outside the local area will be coordinated through ESCA.

III.SITUATION

Disaster operations will quickly overwhelm local resources. Resources requested from outside the local area may be unavailable for several hours or days. It may be necessary to prioritize of the use of local resources according to the severity of individual incidents.

The management of resources will vary greatly from incident to incident. It will be necessary to maintain flexibility in the management of resources and adapt to the changing situations that may be associated with the disaster.

IV. CONCEPT OF OPERATIONS

- A. Locally available public resources and those available through mutual aid shall be utilized prior to requesting resources through the ESCA.
- B. To the greatest extent possible, a free market economy and distribution system shall be utilized during disaster operations. Controls over limited and critical resources may be put into place on a county or statewide basis when the situation warrants.
- C. The City may obtain services, equipment and supplies necessary to respond to a disaster through private sources. It will be the responsibility of the Finance Department to issue purchase orders, vouchers, warrants or temporary contract agreements as required at the time of the disaster. When appropriate, pre-disaster agreements may be initiated in order to facilitate an efficient operation.
- D. When necessary, staging areas for incoming resources will be utilized. Each staging area shall have a supervisor or manager responsible for assigning resources as designated through the Emergency Operations Center. Staging areas will normally be divided into two categories:
 - 1. Response Operations - The Police, Operations Section and Fire District will be responsible for pre-identifying appropriate locations for staging equipment and supplies for disaster response operations.
 - 2. Human Services – The Plans Section will be responsible for pre-identifying staging areas and distribution locations for human service supplies and donated goods. This should be done in coordination with ESCA and local volunteer and human services support agencies.

- E. ESCA shall be notified regarding the location and function of all staging areas within the city in order to facilitate the locating of resources arriving from outside the local area.
- F. Allocation and distribution of resources from staging areas will be coordinated through the Emergency Operations Center. Once allocated, resources will be managed by the responsible department(s) and/or support agencies to which they are assigned.
- G. Monetary donations received by the City will be processed and managed by the Finance Section. All monetary donations shall be allocated to support the recovery of the community from the disaster. Allocation of donated funds will be the responsibility of the City Council and shall take place in an expedient manner.
- H. The Police Department shall be responsible for providing security and traffic control at staging areas and resource distribution locations as necessary.

V. PROCEDURES

- A. All requests for outside resources shall be coordinated through the Emergency Operations Center and/or ESCA.
- B. Allocation of resources located at staging areas shall be done through the Emergency Operations Center.

VI. RESPONSIBILITIES

- A. Kenmore Police/King County Sheriff
 - 1. Provide staging area supervisors or managers as appropriate.
 - 2. Provide security and traffic control at staging and distribution areas as necessary.
- B. City of Kenmore Operations Section
 - 1. Pre-identify appropriate response operations staging and distribution areas within the city.
 - 2. Request outside resources through the Emergency Operations Center.

3. Provide staging area supervisors or managers as appropriate.
- C. City of Kenmore Plans Section
1. Pre-identify appropriate response human services staging and distribution areas within the city.
 2. Request outside resources through the Emergency Operations Center.
 3. Coordinate distribution activities with appropriate human service agencies.
- D. City of Kenmore Logistics Section
1. Provide facilities, services, and material support for the incident.
 2. Coordinate supporting requirements needed to facilitate effective and efficient incident management.
- E. Emergency Services Coordinating Agency (ESCA)
1. Coordinate requests for resources from outside the area, other than mutual aid and contract service providers.
 2. Provide for the delivery and distribution of resources to designated staging areas.
- F. City of Kenmore Emergency Coordinator
1. Develop procedures for emergency procurement of supplies and services and coordinate these activities during emergency operations.
- G. City of Kenmore Finance Section
1. Collect and manage monetary donations.
- H. Northshore Fire District
1. Pre-identify appropriate response operations staging areas within the city.
 2. Provide staging area supervisors or managers as appropriate.

EMERGENCY SUPPORT FUNCTION 8 PUBLIC HEALTH AND MEDICAL

PRIMARY AGENCY: Northshore Fire District
Public Health Seattle/King County

SUPPORT AGENCIES: Kenmore Police/King County Sheriff
King County Medical Examiner
Local Hospitals and Medical Clinics
Emergency Services Coordinating Agency (ESCA)
American Red Cross
Local Ambulance Service Providers

I. INTRODUCTION

A. Purpose

To provide for the coordination of emergency health and medical services during major emergencies and disasters.

B. Scope

This Emergency Support Function is designed to provide guidance in the allocation of available medical resources and services in order to meet the emergency health and medical needs of the community in a major emergency or disaster.

II. POLICIES

- A.** The Multiple Casualty Incident Procedures shall be utilized as appropriate in order to provide timely services to those in having the most urgent medical needs and to assist in the distribution of patients to medical facilities.
- B.** The mass medical care procedures established by hospitals and health care support agencies shall be utilized during response to major events.
- C.** The Washington State Fire Services Resources Mobilization Plan shall be activated when mutual aid resources have been exhausted. The request for mobilization will be made through the King County Resource Coordinator. The City and ESCA will be notified when these resources are requested.

III. SITUATION

A significant disaster with large numbers of injuries will overwhelm existing medical service capabilities. Much of the immediate medical attention to victims will be administered by well meaning volunteers at the scene who have little or no first aid training. Such a disaster may also pose public health threats, including problems related to food, water, wastewater, solid waste, disease vectors and mental health.

Medical facilities may sustain damages which affect their ability to provide services. Facilities remaining in service may be overwhelmed by the walking wounded and more seriously injured victims who are being transported to those locations. Medical supplies and pharmaceuticals may be in short supply. Disruptions to local transportation, utility and communication systems may cause delays in restocking.

Uninjured persons who require daily medication may have difficulty in obtaining medications due to reduced mobility, damage or destruction of normal supply locations and general shortages within the disaster area.

Major medical emergencies caused by a release of toxic or radioactive substances or by explosion may overwhelm medical resources and facilities as these types of incidents require specialized treatment that is only available at a limited number of medical facilities.

IV. CONCEPT OF OPERATIONS

- A. The Northshore Fire District is the lead agency for providing pre-hospital medical services during emergencies within the city.
- B. The Fire Chief or designee shall provide direction and control over department resources and shall coordinate activities with the Emergency Operations Center.
- C. On-scene management of emergencies shall follow the Incident Command System.
- D. Notification and activation of emergency response personnel will be through established channels and procedures.

E. In the event of structural failure or inaccessibility of medical facilities in a disaster, any City facility or temporarily established site may serve as a remote emergency clinic, temporary hospital or morgue for its local area until coordination of more permanent facilities can be established. The establishment of these temporary facilities shall be coordinated with supporting agencies, the Emergency Operations Center and ESCA.

- F. Any site designated by the Incident Commander may serve as a command post, staging area, triage or treatment area or transportation station.
- G. The Fire District has existing mutual aid agreements with numerous agencies throughout King, Pierce and Snohomish Counties. Requests for assistance may be through existing mutual aid agreements. In situations when mutual aid is not available, requests for resources through the Washington State Fire Services Resources Mobilization Plan will be coordinated through King County.
- H. It is anticipated that in major medical emergencies, assistance beyond what may be available through the existing mutual aid agreements will be necessary. In these cases, assistance and resources from state and federal agencies shall be coordinated with the Fire District and may be requested through ESCA.
- I. Public Health Seattle/King County shall provide direction to private and governmental service agencies and the general public in the prevention of disease, handling of food, water, wastewater and solid waste. The department will also oversee the activities in public facilities to ensure health standards are maintained to the greatest degree possible.
- J. Public Health Seattle/King County shall assist in the coordination between City, county, state and federal agencies providing medical and health support services within the county.
- K. Public Health Seattle/King County shall provide direction and assistance in the care and sheltering of the medically fragile.
- L. The King County Medical Examiner is responsible for the identification of the deceased, body recovery, storage and transportation, and disposition

of personal effects and unclaimed bodies, and notification of next of kin. The Medical Examiner's Office shall coordinate with supporting service agencies and maintain records on all deaths resulting from a disaster.

- M. Mental health services may be provided through a variety of private, public and volunteer mental health counseling services. Coordination of these services shall be through the ESCA.

V. PROCEDURES

- A. Field response agencies, medical facilities and supporting organizations are responsible for the development of operating procedures for their specific agencies and facilities, and for training employees involved in medical operations.
- B. The *King County Multiple Casualty Incident Plan* is a separately published document which was developed by the Fire Districts and emergency medical service providers in King County to provide for coordinated operations in a mass casualty incident. This *Plan*, or similar procedures, is utilized by all King County Fire Districts and emergency medical service providers and transporters. It is updated periodically.

VI. RESPONSIBILITIES

- A. Northshore Fire District
 - 1. Establish incident command at emergency scenes and provide initial incident evaluation to ensure appropriate allocation and coordination of resources.
 - 2. Provide on scene emergency medical treatment and implement the Multiple Casualty Incident Procedures as appropriate for on-scene management.
 - 3. Provide ongoing incident status and pertinent information to the Emergency Operations Center or the Command Officer on duty as appropriate.
 - 4. Coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues as appropriate with organizations such as local clinics, King County EMS, King County Medical Examiner, Red Cross, etc.

5. Maintain medical resource lists.

B. Public Health Seattle/King County

1. Provide information to appropriate agencies and the general public regarding disease prevention and sanitation precautions.
2. Coordinate with local public works departments to determine the potential for water contamination and sewage and solid waste disposal system failures which may pose a health risk to the community. Notify the appropriate agencies and the general public.
3. Coordinate and provide care and sheltering services for the medically fragile.
4. Monitor overall community support activities as they relate to the health department and respond to situations that may pose a risk to the public, including: food storage, handling, and distribution; contamination by toxic releases; and public shelter operations.
5. Provide necessary assistance, equipment and health related services as appropriate, including: mass immunization, infectious disease control, medical care at health department clinics, and coordination of personnel and resource support to area hospitals and medical facilities as required.

C. King County Medical Examiner

1. Provide for the recovery and disposition of bodies, determination of cause of death, notification of next of kin and maintain records of disaster related deaths.
2. Provide coordination for temporary morgue and mortuary services.
3. Provide information to the news media and the public regarding medical examiner operations and status of activities.

D. Local Hospitals and Medical Facilities

1. Receive any injured person without regard to the person's ability to pay for services. Maintain cost records and treatment documentation.

2. Triage and provide treatment for patients according to established mass casualty procedures. Direct ambulatory patients to alternate care facilities when appropriate.
3. Establish and maintain communications with hospital control. Provide information and facility status as required.
4. Provide personnel and equipment for dispatch to disaster scenes or temporary medical facilities as required.
5. Maintain records and field assessment reports for patients treated and transported.

E. Emergency Services Coordinating Agency

1. Provide for coordination of area-wide health care related activities through the ESCA Emergency Operations Center.
2. Coordinate requests for and the distribution of resources obtained locally and from state and federal support agencies as requested by health care facilities and local jurisdictions.

F. American Red Cross

1. Provide nursing services and medical treatment at temporary shelters and medical treatment centers as appropriate.
2. Coordinate requests for blood and blood by-products from Red Cross Regional Centers.
3. Mobilize volunteers to assist in the relief efforts and provide emergency feeding for disaster workers.

G. Local Ambulance Service Providers

1. The Fire District is the primary first responder to the scene of a medical emergency providing basic life support and advanced life support services. In addition to other tasks, the Fire District will provide initial care and stabilization of the patient's medical condition. Depending upon the seriousness of the patient's condition, the patient may be transported to a medical facility by private vehicle, ambulance, aid car or paramedic unit. The ambulance service providers are the primary transporting agency of patients to medical treatment facilities. During a disaster, Fire

District resources are expected to be stretched to their limit and may not be able to transport patients, leaving them to be transported by private ambulance companies or other resources regardless of their medical condition. Patient transportation services shall be coordinated with the Fire District.

2. Provide basic life support services to injured victims.
3. Provide transport of victims to medical treatment facilities

H. King County Sheriff

1. Provide security at temporary morgue facilities as required.

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EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE

PRIMARY AGENCIES: Kenmore Police/King County Sheriff's Office
Northshore Fire District

SUPPORT AGENCIES: King County Search and Rescue
City of Kenmore
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To provide for the coordinated use of available search and rescue resources.

B. Scope

The scope of the search and rescue emergency support function is divided into three operational areas:

- Land search and rescue - primarily utilized for locating the lost or missing in urban, rural or wilderness areas.
- Air search and rescue - locating missing or downed civil aircraft. It is the responsibility of the Washington State Department of Transportation.
- Disaster, or urban search and rescue - searches for individuals missing due to disasters affecting primarily urban areas such as explosions, storms or earthquakes where severe structural damage is incurred.

The City of Kenmore has limited capability for providing search and rescue functions during disaster operations and will rely, when necessary, on outside resources for providing this service.

II. POLICIES

A. Plans for search and rescue operations are separately published documents for each area. The City of Kenmore shall follow the procedures established in these plans in support of the agencies and jurisdictions providing search and rescue activities within the city.

B. During initial operations, and until primary agencies which provide search

and rescue services arrive on scene, the Kenmore Police\King County Sheriff and Northshore Fire District will establish a Unified Command and will be responsible for direction and control during all search and rescue operations.

City resource support for outside agencies providing air search and rescue will be provided to the command agency upon request.

III. SITUATION

The City of Kenmore is primarily urban area with some areas of wild-land and recreational area interface. Most individuals who become lost will be within a few minutes travel from their homes. In addition to individuals becoming lost in wild-land or recreational areas, there is a potential for children and the elderly or confused to become lost or disoriented in the urban environment.

Earthquake poses a particularly severe threat to the city. Given the high population density, the number of vulnerable buildings, the likelihood of structural damage with trapped and injured individuals is very high.

IV. CONCEPT OF OPERATIONS

- A. The King County Sheriff's Office is responsible for the command and control of land and water search and rescue activities within the city. The primary resource for land search and rescue is the King County Search and Rescue Group, composed primarily of volunteers. The group is organized under the King County Sheriff's Office. Resource requests will be coordinated by the Kenmore Police Department.
- B. Search and rescue operations for missing civil aircraft is the responsibility of the Washington State Department of Transportation, Aviation Division. The United States Air Force is responsible for missing military aircraft and aircraft of international origin. Requests for these resources will be through ESCA. The King County Sheriff's Office will be responsible for coordinating ground support of these operations upon request.
- C. Northshore Fire District will be responsible for resource requests through ESCA and the coordination of disaster and urban search and rescue operations within the city. The City has minimal resources for carrying out heavy rescue operations. Operational activities associated with disaster search and rescue at the local level may require support from outside agencies.

- D. Regional and Federal Urban Search and Rescue Teams for large-scale operations are available to respond within 12 to 72 hours. The closest Urban Search and Rescue Team is located within the Puget Sound area. The team should be requested through ESCA.
- E. Search and Rescue Teams responding from outside jurisdictions will follow established plans, guidelines and procedures while operating within the city. ESCA will provide coordination and support for these activities whenever necessary.
- F. The search for and recovery of bodies will normally be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by search and recovery personnel.

V. PROCEDURES

- A. Individual agencies responsible for managing the various types of search and rescue operations are responsible for the development of operating procedures for their specific agencies and for training employees and volunteers involved in these activities. The plans and procedures are separately published documents.
- B. Northshore Fire District and City of Kenmore Departments involved in the operations and/or support of search and rescue activities shall establish command posts and operate according to the Incident Command System.

VI. RESPONSIBILITIES

- A. Kenmore Police/King County Sheriff
 - 1. Provide direction and control for air, land and water search and rescue activities within the City of Kenmore.
 - 2. Provide support to search and rescue activities and operations being conducted by teams responding from outside the city.
- B. Northshore Fire District
 - 1. Provide for the coordination and support of disaster and urban search and rescue activities.

2. Provide staff and resources for disaster and urban search and rescue activities within the capabilities of the District.
- C. City of Kenmore Operations Section
 1. Provide staff and resources in support of search and rescue activities as appropriate.
- D. Emergency Services Coordinating Agency
 1. Request search and rescue resources as necessary and provide support to the City and outside agencies as appropriate.
- E. King County Search and Rescue
 1. Provide staff and resources to carry out land search and rescue activities.

EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS

PRIMARY AGENCIES: Northshore Fire District
Snohomish County Haz-Mat Team

SUPPORT AGENCIES: Emergency Services Coordinating Agency
City of Kenmore
Kenmore Police/King County Sheriff's Office
King County and NORCOM Communications Centers
Public Health Seattle/King County
Washington State Patrol
Washington State Department of Ecology
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To define the overall responsibilities of local agencies in Hazardous Materials Emergencies.

B. Scope

This Emergency Support Function augments the response procedures of the local Hazardous Materials Response Team, first responder agencies and the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*. This Emergency Support Function also provides for coordination with the Emergency Services Coordinating Agency (ESCA) Local Emergency Planning Committee and all state, federal and private agencies and organizations that may have a role in hazardous materials response and recovery activities within the city.

II. POLICIES

- A. Federal regulations require each state to establish a State Emergency Response Commission (SERC), to identify local jurisdiction emergency planning districts and form Local Emergency Planning Committees (LEPC). The local LEPC is required to develop hazardous materials response plans. The City of Kenmore shall be part of the ESCA Local Emergency Planning Committee for the purpose of hazardous materials

planning.

- B. The ESCA Local Emergency Planning Committee has developed the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*. This *Plan* is a separately published document. It shall serve as the hazardous materials plan for the City.

III. SITUATION

Hazardous material incidents may occur anywhere and at anytime within the city. The city is impacted by major transportation routes that are used to transport hazardous materials, primarily SR522.

Several locations within the city are at minimal risk of terrorist activities that may include the intentional release of chemical, radiological, biological or explosive devices which would impact the city. These locations include the Police Department and City Hall facilities, family planning clinics, and primary utility stations.

The threat presented by hazardous materials incidents may be to both public health and safety and to the environment. Hazardous materials incidents require response and clean up procedures to vary with the type and quantity of material released. Hazardous material incidents may require multi-agency and multi-disciplinary responses to adequately handle the situation.

IV. CONCEPT OF OPERATIONS

- A. Northshore Fire District is the designated Incident Command Agency for hazardous materials incidents within the city. The Washington State Patrol shall have incident command authority on state highways within the city. The Incident Commander will establish unified command with the haz-mat team, Fire District, emergency medical services, public works, police and other local and state agencies as appropriate for the specific incident.
- B. The Snohomish County Haz-Mat Team is the primary response team for hazardous materials emergencies in the city. A mutual aid agreement exists for these services. The Seattle Haz-Mat Team may be called as the primary haz-mat responder at the discretion of the Fire District incident commander.
- C. The Incident Command System (ICS) will be used when responding to all

hazardous material incidents.

- D. Initial requests for qualified hazardous material team assistance may be made to NORCOM, SNOCOM and/or ESCA.
- E. The Incident Commander shall be responsible for notifying the City EOC and/or ESCA, as appropriate, when hazardous material releases occur within the city. This notification may be done through the dispatch center or by telephone. ESCA will notify the Washington State Emergency Operations Center and King County Office of Emergency Management as needed. These agencies are responsible for providing support during hazardous materials emergencies. Additional notifications may be made when appropriate.
- F. The Washington State Health Department and Public Health Seattle/King County shall be notified in the event of a release of radioactive materials. Radiation detection and monitoring equipment is maintained by the Snohomish County Haz-mat Team.
- G. The individual, business, or agency responsible for the spill is responsible for assuring effective abatement of the release or threatened release of any hazardous substance. The Washington State Department of Ecology is responsible for monitoring clean-up activities to assure compliance standards are met.
- H. Northshore Fire District, in cooperation with the Kenmore Police/King County Sheriff, is responsible for overseeing the protection of public health and safety during hazardous material incidents this shall include evacuation and perimeter control. Long term site isolation and security shall be the responsibility of the Washington State Department of Ecology or their designee.
- I. The Washington State Patrol and King County Sheriff may provide specialty response teams for clandestine drug lab and explosive device responses.
- J. The Kenmore Public Works Department shall be the primary agency for coordinating with water and sewer utilities for the protection of water and sewer systems within the city which may be affected by a hazardous material release.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response

procedures for their agency, and for training employees involved in emergency response operations for releases of hazardous substances in accordance with current state and federal guidelines.

- B. The ESCA Local Emergency Planning Committee is responsible for the development, maintenance and distribution of the *Emergency Services Coordinating Agency Hazardous Materials and Weapons of Mass Destruction Response Plan*.
- C. Response procedures and plans are separately published documents that should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. Northshore Fire District and Snohomish County Haz-Mat Team
 - 1. Provide 24-hour response to hazardous material emergencies.
 - 2. Serve as Incident Command Agency or serve as part of a unified command as appropriate during hazardous materials emergencies.
 - 3. Assist with law enforcement, emergency notifications and warning and evacuations as necessary.
 - 4. Coordinate and maintain liaison with other agencies involved in the incident.
 - 5. Provide communications and technical support, including radiological monitoring to the incident.
 - 6. Coordinate fire resources when emergency mobilization is authorized for a hazardous materials incident.
 - 7. Take initial steps to size-up the situation, isolate the scene and protect life and property.
 - 8. Request assistance and make initial notifications to ESCA, local agencies and provide warning to the public as appropriate.
 - 9. Provide on-scene city liaison and public information officer during the emergency.

B. City of Kenmore Operations Section

1. Assist water and sewer providers in protecting city water and sewer supplies and systems as appropriate, and provide notification to other utility providers which may be affected by the emergency.
2. Establish coordination with other utilities providers during response activities.

C. Kenmore Police/King County Sheriff

1. Provide for perimeter control, re-routing of traffic and initial security.
2. Assist with emergency notification of the public and evacuation as appropriate.
3. Provide public information officer if requested.
4. Provide response teams for clandestine drug lab and explosive device responses.

D. Emergency Services Coordinating Agency (ESCA)

1. Activate Emergency Operations Center as necessary to coordinate support activities for the incident such as emergency notifications, public shelters, resource support, public information and liaison with county and state emergency operation centers.
2. Coordinate activities of outside agencies and departments in support of the incident as requested.
3. Make notifications to appropriate county, state and federal agencies.
4. Support activities on-scene when requested by the Incident Commander.

E. Washington State Patrol

1. Provide response teams for clandestine drug lab and explosive device responses.
2. Serve as Incident Command Agency or serve as part of a unified command as appropriate during hazardous materials emergencies.

F. Washington State Department of Health

1. Provide response, monitoring and clean-up to radiological incidents.
2. Provide notifications to the general public regarding precautionary measures and health effects related to released materials as necessary.

G. Washington State Department of Ecology

1. Provide 24-hour response to serious hazardous material incidents.
2. Provide expertise in containment and clean-up of hazardous materials and ensure that source control, containment, clean-up and disposal are accomplished.
3. Assume responsibility of incident management and clean-up if the responsible party is unavailable, unresponsive or unidentified.
4. Provide coordination with other environmental and state agencies involved in clean-up and/or recovery.
5. Initiate enforcement actions as appropriate.

H. Washington State Emergency Operations Center

1. Maintain 24-hour communication and notification capability and activate State Emergency Operations Center as necessary.
2. Coordinate state agency response activities through the state EOC, including procurement of state resources as needed for response activities.
3. Provide a public information officer to support a joint information center if needed.

EMERGENCY SUPPORT FUNCTION 11 FOOD AND WATER

PRIMARY AGENCY: City of Kenmore

SUPPORT AGENCIES: City of Kenmore Police/King County Sheriff's Office
Emergency Services Coordinating Agency (ESCA)
Public Health Seattle/King County
King/Kitsap Red Cross
Washington State Emergency Operations Center
Washington State Department of Agriculture
Washington State Department of Social and Health Services
Federal Agencies

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function is to coordinate efforts to provide safe handling of food, water and donated goods for mass feeding and distribution; and for providing transportation to distribution sites during a catastrophic disaster.

B. Scope

This Emergency Support Function is applicable to catastrophic events that exceed the capabilities of the local resources available through City, county, private and volunteer agencies and organizations. This Emergency Support Function is designed to closely support *Emergency Support Function 6 - Mass Care, Housing and Human Services*.

II. POLICIES

- A. The City will coordinate through ESCA with county, state and federal officials and follow the policies of these agencies in the execution of this Emergency Support Function.
- B. The City will work with all community, humanitarian and social service organizations to coordinate this activity.
- C. Public Health Seattle/King County will provide guidance to City departments and other agencies to ensure the safety of food and

water to the public.

- D. The priority of providing food will be to areas of acute need then to areas of moderate need.

III. SITUATION

An event of catastrophic proportion will deprive large numbers of people access to and/or the means to prepare food. In addition to the disruption of the local food supply and distribution network, an event may destroy food supplies in the general area. Commercial cold storage and freezer facilities may be inoperable.

Water supplies will be insufficient in supply due to damage to the local distribution system, contamination or both. This will require potable water or beverage supplies to be distributed in mass quantities.

The City has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event; and if not handled properly, food, water and donated goods can become vehicles for illness and disease transmission, which must be avoided. Guidance for these activities will be provided by local and State Health authorities when appropriate.

IV. CONCEPT OF OPERATIONS

- A. The Plans Section will be responsible for coordinating the functions of this Emergency Support Function with ESCA and county, state and federal agencies on behalf of the City as required by the nature and extent of the disaster.
- B. All requests for food and water of this magnitude will be processed through the ESCA Emergency Operations Center. The City will determine needs based on the information available and make request to the state through ESCA.
- C. Coordination of distribution locations will be done on a regional level. The City will provide information to ESCA regarding suitable locations for storage, distribution and mass feeding within the city.
- D. Locations suitable for providing storage, distribution and mass feeding capability from a single location will be preferred sites.
- E. The operational concepts and resources established for *Emergency Support Function 6 - Mass Care, Housing and Human Services* will

be utilized in support of this function.

- F. Mass distribution of food and water will be provided for as short a period of time as possible. It is essential to the economic recovery of the community that regular methods of distribution through local businesses be re-established as quickly as possible.

V. PROCEDURES

- A. Procedures established to carry out the responsibilities of *Emergency Support Function 6 - Mass Care, Housing and Human Services* will be utilized to guide the activities of City staff and agencies.
- B. Procedures established by state and federal agencies which are charged with food and water distribution under the state and federal response plans will be followed when these agencies are working within the city. City officials will support State and federal efforts as necessary.

VI. RESPONSIBILITIES

- A. City of Kenmore Plans Section
 - 1. Coordinate with ESCA and county, state and federal agencies regarding the need for food and water distribution within the city.
 - 2. Make requests for food and water resources through the ESCA Emergency Operations Center when local resources are/or will be inadequate to meet area needs.
 - 3. Provide support to county, state and federal agencies with City staff and resources available to support food and water distribution.
 - 4. Identify suitable locations within the city for food and water distribution and mass feeding operations.
- B. City of Kenmore Operations Section
 - 1. Assist the Plans Section with the identification of suitable locations for Points of Distribution.
 - 2. Provide staff and materials to facilitate movement of the

public through the Points of Distribution (i.e. cones, barricades, flaggers to direct traffic, etc.)

3. Provide support activities in food and water distribution as appropriate.

C. City of Kenmore Logistics Section

1. Assist the Plans Section with the identification of suitable locations for Points of Distribution.

D. Kenmore Police/King County Sheriff

1. Provide law enforcement activities in support of food and water distribution.

E. Emergency Services Coordinating Agency

1. Serve as the primary contact point and coordinate area wide activities in coordination with county, state and federal officials.

F. King and Snohomish County Human Service Agencies

1. Coordinate distribution activities and provide volunteer resources for distribution site management.

G. Washington State Department of Agriculture and Department of Social and Health Services

1. Provide for nutrition assistance through the Food and Nutrition Service. This assistance may include: determination of need; obtaining appropriate food supplies; arrangement of delivery; and authorization of disaster food stamps.

H. Other County, State and Federal Agencies

1. Provide food and water supplies, and coordination and distribution of food and water supplies, utilizing all available resources and procedures established in the agencies response plans.

EMERGENCY SUPPORT FUNCTION 12 ENERGY

PRIMARY AGENCIES: Puget Sound Energy
City of Kenmore

SUPPORT AGENCIES: Washington State Emergency Operations Center
Washington State Department of Community, Trade and
Economic Development
Washington Utilities and Transportation Commission
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To provide for the coordination between the City of Kenmore, county, State and federal agencies and local utility providers for the effective use of electric power, natural gas and petroleum supplies.

B. Scope

The level to which energy supplies are restricted due to damages suffered during an emergency or disaster will be determined by the nature and scope of the event.

II. POLICIES

A. The State of Washington and the Federal Government have the authority to restrict use of energy resources during times of emergency or disaster. The City of Kenmore shall comply with all orders issued regarding the curtailment of energy resources.

B. The City of Kenmore shall provide a liaison to coordinate energy related issues with county, state and federal officials and utility providers as necessary. This may be done through ESCA.

III. SITUATION

Puget Sound Energy, which provides service to the City of Kenmore, is part of an organized collection of public and private generating and distribution facilities.

They are interconnected to the Northwest Power Pool. Relying on the power pool concept, the electric power industry has developed the capability to provide power under extreme conditions.

Natural gas distribution is provided by Puget Sound Energy and is supplied primarily by Northwest Pipeline. Distribution of natural gas is subject to control of the federal government in response to supply and demand factors and emergency situations.

Petroleum fuel supplies are provided through a wide variety of sources and companies. Like natural gas and electricity it is subject to control by the federal government during times of emergency.

There is no centralized system at the local level to provide for the coordination of emergency services provided by public utility providers.

IV. CONCEPT OF OPERATIONS

- A. In the event of state or federally imposed energy restrictions, or in times of emergency when supplies of resources are strictly limited due to damage or shortage of energy supplies, the City will assign a liaison to communicate local needs with utility providers and county, state and federal authorities. This will normally be a member of the Emergency Management Committee or the ESCA Director.
- B. Public and private utility providers are expected to manage and operate the utility within their own jurisdiction, providing energy resources based on requirements and capabilities.
- C. Public utility resources will be used to meet immediate and essential emergency needs, to include restoration of utilities to critical and essential facilities within the city. Outside resources may be requested through other utility providers, mutual aid agreements or through Washington State Emergency Management.
- D. To the maximum extent practical, and within the limitations imposed by state or federal government, public utilities will continue to provide services through their normal means. In the event curtailment orders are issued by the state or federal government, all utilities will comply with such orders.
- E. In the event that energy restrictions affect the delivery of supplies to the general public, the City may be required to enforce such restrictions locally. The need to provide enforcement will be evaluated and handled

on a case-by-case basis.

V. PROCEDURES

- A. Each utility provider has plans established for the restoration of utility services and for the emergency allocation of resources during times of restriction or shortage. These plans comply with state and federal plans for the curtailment of energy and petroleum products. These plans, which are developed and maintained by utility providers, and state and federal government, are separately published documents.
- B. The City will follow guidelines and procedures as provided by state and federal officials at the time of emergency.

VI. RESPONSIBILITIES

- A. City of Kenmore Emergency Management Committee Member or ESCA Director
 - 1. Serve as liaison to utility providers and higher levels of government during emergencies affecting energy utilities and provide information regarding priority needs within the city.
 - 2. Provide information to local agencies and officials, and the general public.
- B. Puget Sound Energy
 - 1. Operate utilities according to established procedures during times of energy emergency.
 - 2. Provide for the restoration of utility services when disrupted.
 - 3. Provide information on status of utilities to county and state officials for dissemination to local jurisdictions.
- C. Washington State Emergency Operations Center
 - 1. Coordinate state assets to support local jurisdictions.
 - 2. Provide information and guidance to local jurisdictions during energy emergencies.

3. Develop and maintain plans for the priority allocation of energy resources.
 4. Establish a means of gathering information from local jurisdictions regarding local energy needs and priorities.
- D. Washington State Department of Community, Trade and Economic Development
1. Prepare and update energy supply contingency plans.
 2. Administer energy allocation and curtailment programs in accordance with the Governor's emergency powers energy legislation.
 3. Provide information regarding the location and quantity of petroleum supplies, status of electricity supply, and status of natural gas supply.
- E. Washington Utilities and Transportation Commission
1. Provide informational assistance and expedite processing of requests from utilities under the Commission's jurisdiction for authority to provide specific services or take specific action related to the emergency or disaster.

EMERGENCY SUPPORT FUNCTION 13 PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

PRIMARY AGENCY: Kenmore Police/King County Sheriff

SUPPORT AGENCIES: Mutual Aid Police Agencies
Washington State Patrol
Washington State Emergency Operations Center
Emergency Services Coordinating Agency (ESCA)

I. INTRODUCTION

A. Purpose

To provide for the effective coordination of local law enforcement operations and resources during major emergencies and disasters.

B. Scope

This Emergency Support Function augments existing mutual aid agreements, emergency response plans and procedures existing at the local, county and state levels. It provides guidance for managing and coordinating law enforcement functions and addresses public safety activities within the City.

II. POLICIES

A. The procedures established in local plans and consent and/or mutual aid agreements shall be utilized when responding to an emergency or disaster.

B. Additional resources necessary for law enforcement activities shall normally be obtained through agencies with which letters of mutual aid consent are in place.

III. SITUATION

Law Enforcement emergencies may occur at anytime and under many circumstances. Major emergencies affecting law enforcement agencies include civil disturbances, crowd control at large public gatherings, evacuation activities, major transportation route disruptions, and threats and/or acts of terrorism.

General law enforcement problems may be compounded by disaster-related community disruption. Law enforcement agencies may also be required to provide support activities to other City Departments during emergencies.

In January of 2011, the Department of Homeland Security introduced the new National Terrorism Advisory System (NTAS), which takes the place of the color-coded alerts formerly found in the Homeland Security Advisory System (HSAS). The new system has been developed to better coordinate information sharing among all levels of Law Enforcement and other stakeholders; and provide more specific guidance for the public, as well. With NTAS, the Department of Homeland Security will coordinate the development and issuance of formal, detailed alerts regarding specific or credible terrorist threats. The alerts will clearly identify threats as either “imminent” or “elevated;” and provide a concise summary of the potential threat, actions being taken at the Federal level, and recommended steps for local government, business and private individuals.

The Kenmore Police/King County Sheriff's response to terrorism is dependent upon the situation presented. Within the response will be an analytical element, as information collection and disbursement would be a key component of any response. The goal of the response is two-fold: 1) to enhance the safety of the public at large, and 2) to neutralize any threat to the best of the Department's ability.

IV. CONCEPT OF OPERATIONS

- A. The Kenmore Police/King County Sheriff's Office is the Incident Command Agency for law enforcement activities within the City. Supporting agencies shall report to and operate under the Incident Commander. The Police Department may establish a unified command with supporting agencies during large-scale incidents.
- B. Letters of mutual aid consent exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through these agencies.
- C. The Police Chief or designee will report to the Emergency Operations Center as necessary, to coordinate law enforcement field operations and resources when activated.
- D. As mandated by the National Incident Management System (NIMS), on-scene management of emergencies shall follow the Incident Command System.
- E. The Police Chief or designee shall provide direction and control over

department resources and coordination with the Emergency Operations Center. Department personnel shall operate according to specific directives, Department policies and procedures, and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

- F. Command posts may be established for the coordination of field operations. The On-scene Commander shall provide regular status reports and coordinate requests through the Emergency Operations Center when activated. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
- G. Communications and emergency notifications shall be through established channels and procedures.
- H. Notification of off duty personnel shall be done according to department procedures, by telephone, department radio, pager or by Emergency Public Information Procedures.
- I. When the emergency warrants the involvement of state and/or federal military law enforcement agencies, the Police Chief shall be responsible for the coordination of activities between these agencies and the City, and for providing appropriate information to the Emergency Operations Center when activated.

V. PROCEDURES

- A. Responding agencies are responsible for the development of response procedures for their agency, and for training employees involved in emergency response.
- B. Response plans, agency procedures and mutual aid agreements are separately published documents which should be developed in coordination with other response agencies for the jurisdiction.

VI. RESPONSIBILITIES

- A. Kenmore Police/King County Sheriff's Office
 - 1. Provide law enforcement activities within the city.
 - 2. Provide emergency traffic control, coordination of evacuation

operations, perimeter control and assistance with city-wide damage assessment.

3. Provide security at the Emergency Operations Center and other critical locations when necessary.
4. Provide communications equipment and emergency notification and warning activities within the city.
5. Coordination of explosive device identification, handling and disposal.
6. Provide support to the King County Medical Examiner in the identification of the deceased.
7. Serve as liaison between City personnel and military and state and federal law enforcement agencies responding to emergencies.
8. Provide direction and control for air, water and land search and rescue activities.

B. Mutual Aid Police Agencies

1. Provide law enforcement operational support with staff, equipment and supplies in accordance with existing consent and/or mutual aid agreements.

C. Emergency Services Coordinating Agency (ESCA)

1. Request law enforcement through outside agencies and coordinate incoming support resources as appropriate.

D. State

Washington State Patrol

1. Provide law enforcement on State and interstate highways within the City.
2. Provide law enforcement operational support with staff, equipment and supplies in accordance with existing agreements and/or as requested through the State Emergency Operations Center, when activated.

Washington State Emergency Operations Center

1. Coordinate requests for state and federal resources as appropriate.
2. Provide National Guard support to law enforcement as requested, and as approved by the Governor.

E. Federal

See Emergency Support Function (ESF) – 20: Defense Support the Civil Authorities.

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EMERGENCY SUPPORT FUNCTION 14 LONG-TERM COMMUNITY RECOVERY

PRIMARY AGENCIES: City of Kenmore

SUPPORT AGENCIES: Allied Waste
Emergency Services Coordinating Agency (ESCA)
King/Kitsap Chapter American Red Cross
Washington State Emergency Operations Center
Washington State Department of Community, Trade and
Economic Development
Washington State Department of Employment Security
Washington State Department of Social and Health Services

I. INTRODUCTION

A. Purpose

To provide guidance for the overall recovery and restoration activities taking place in the city following a major emergency or disaster. The recovery phase includes both short-term and long-term activities. Short-term activities begin during the response phase of the disaster and can last up to six (6) months; long-term activities may continue for ten (10) years or more. Mitigation activities are on-going and will continue to be addressed throughout the response and recovery phases of a disaster.

B. Scope

Recovery and restoration activities taking place following any emergency or disaster will be determined by the specific event. The goal of long-term recovery is to restore the City to pre-disaster (or improved) condition. Some of the long-term recovery activities are extensions of short term activities; other long-term tasks begin after short term tasks are completed. City, county, state and federal agencies may be involved in activities depending upon the event and scope of the situation.

II. POLICIES

- A. A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or if an assessment is requested by state or county officials. This information shall be provided to the Emergency Services Coordinating Agency in order to support the

Governor's disaster declaration to the President.

- B. The City shall provide support to local, state and federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs that provide support in the overall recovery of the community. Additional information on damage assessment activities may be found in *Emergency Support Function 23 - Damage Assessment*.
- C. Recovery activities of state, federal and organized volunteer agencies will be coordinated through a Disaster Field Office. The location and level of operation will be determined by the extent on the disaster and upon the needs of local jurisdictions.
- D. ESCA will provide a liaison to coordinate activities with the Disaster Field Office when requested by Washington State Emergency Operations Center or the Federal Emergency Management Agency (FEMA).
- E. Detailed information regarding mitigation policies and activities of the City of Kenmore can be found in the *North King and South Snohomish Counties Regional Mitigation Plan*, a separately published document.

III. SITUATION

Recovery and restoration activities include but are not limited to: debris removal; repair of damaged facilities, utilities and infrastructure; site decontamination; and broad-based assistance to citizens and businesses. Depending upon the nature of the event, one or more City Departments will have a role in restoration and recovery activities.

IV. CONCEPT OF OPERATIONS

- A. The Operations Section shall be the lead agencies for damage assessment activities within the City. The damage assessment process will include staff from all City Departments capable of contributing to this effort and shall be carried out in a cooperative manner.
- B. The Public Works Department will coordinate with Allied Waste for both solid waste collection services and disaster debris management within the City.
- C. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual citizens and to evaluate

immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.

- D. In most disaster recovery situations a team composed of state and federal disaster assistance employees will be assigned to the City to assist with damage survey and provide restoration guidance. The team will normally be located at the ESCA Office.
- E. Following an evaluation of damage, appropriate City staff and other involved agencies will determine priorities for repair of essential facilities, utilities and infrastructure.
- F. In situations where disaster recovery is primarily composed of repair to facilities, utilities and infrastructure the Public Works Department will be the lead City agency for recovery efforts. In situations where there is contamination from hazardous materials releases requiring long term mitigation and clean up activities the Washington State Department of Ecology will be the lead agency.
- G. The Finance Section will be responsible for preparing work contracts, and for the collection and documentation of all costs associated with disaster response and recovery activities.
- H. In situations where the county or state has received a Presidential Disaster Declaration, state and federal funds will be made available to assist local jurisdiction with disaster costs. The Finance Section, with assistance from other City Departments, will prepare all financial documentation required by the state and federal government to ensure recovery of allowable disaster costs.
- I. In major events requiring the involvement of multiple City Departments, support agencies or community support groups the City Manager may appoint a Recovery Task Force to coordinate recovery activities within the city.
- J. In disaster recovery situations involving major damage to portions of the City, it may be necessary to evaluate reconstruction and zoning in certain areas. This may include sensitive land use areas, areas targeted for re-development or re-zoning and areas which need other improvements. The City will be responsible for reviewing such areas and making recommendations regarding re-building, re-zoning and other desirable community improvements. The Department will also research potential funding sources for such improvements.
- K. The City Clerk shall provide training and information to City Departments

regarding the protection of vital city records prior to emergency situations. In post emergency or disaster situations where vital records have been damaged or destroyed, the City Clerk shall have the lead role for recovering and restoring vital records. City Departments shall provide assistance to the City Clerk as requested.

V. PROCEDURES

- A. Specific information on Damage Assessment procedures can be found in the City of Kenmore *Damage Assessment Manual*, a separately published document.
- B. The City of Kenmore will follow established state and federal procedures required for the recovery of disaster costs.
- C. The City of Kenmore may develop special policies for recovery and restoration and ordinances for zoning, development and construction following a disaster.

VI. RESPONSIBILITIES

- A. City of Kenmore Operations Section
 - 1. Provide staff to coordinate damage assessment information reported to the Emergency Operations Center.
 - 2. Coordinate the evaluation of facilities, utilities and infrastructure damaged during a disaster and establish priorities for repair.
 - 3. Make emergency temporary repairs to City facilities as necessary.
 - 4. Work with other local, state and federal agencies involved in repair and recovery activities within the City to ensure coordinated and efficient operations.
 - 5. When appropriate, serve as the City's liaison with disaster assistance teams from the state and federal government.
 - 6. Document all costs and activities associated with disaster response and recovery activities and provide information to the City Manager.
 - 7. Serve as a member of the Recovery Task Force as appropriate.

B. City of Kenmore City Manager

1. Activate the Recovery Task Force when necessary and serve as chairperson.
2. Oversee disaster recovery operations in the city.

C. City of Kenmore Finance Section

1. Collect information regarding disaster related costs, prepare documentation and submit to appropriate state and federal agencies.
2. Serve as a member of the Recovery Task Force as appropriate.

D. City of Kenmore City Clerk

1. Provide training and information to City Departments regarding the protection of vital City records.
2. Coordinate recovery and restoration activities associated with vital City records.

E. All City of Kenmore Departments

1. Evaluate City facilities as appropriate and establish priorities for repair.
2. Evaluate land use, zoning and target improvement areas following a disaster. Make appropriate recommendations.
3. Document all costs and activities associated with disaster response and recovery activities and provide information to the City Manager.
4. Serve as a member of the Recovery Task Force as appropriate.

F. Allied Waste

1. Provide for the continuation of regularly scheduled household waste pick-up services.
2. Coordinate with the Kenmore Public Works Department for the collection and management of disaster-generated debris.

G. Emergency Services Coordinating Agency

1. Coordinate the activation and use of Community Emergency Response Team (CERT) volunteers to assist with Damage Assessment.
2. Serve as liaison between state/federal disaster recovery teams and the city as appropriate. Assist the City as needed.
3. Provide a location for state/federal disaster recovery teams to work as necessary.

H. King/Kitsap Red Cross

1. Carry out damage survey activities in accordance with Red Cross Procedures; and report information to the ESCA Emergency Operations Center.

I. Washington State Emergency Operations Center

1. Coordinate activities of Disaster Reservists in support of Preliminary Damage Assessment mission.

J. Other State and Federal Agencies

1. Provide direction and support to the City during disaster recovery operations.

EMERGENCY SUPPORT FUNCTION 15 PUBLIC AFFAIRS

PRIMARY AGENCY: City of Kenmore
Emergency Services Coordinating Agency (ESCA)

SUPPORT AGENCIES: NORCOM and King County Communications Centers
Washington State Emergency Operations Center
Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated and timely information to impacted communities and populace, first responders, governments, media and the private sector.
2. To provide resource support and mechanisms to implement a local Joint Information Center (JIC) when necessary, supplementing first responder public information officers (PIOs) operations with JIC resources.

B. Scope

This Emergency Support Function details the establishment of support positions to coordinate communications to various audiences. It applies to all City Departments that may require public affairs or public information support; or whose public information support or assets may be employed during an emergency or disaster.

II. POLICIES

- A. It is the policy of the City of Kenmore to provide consistent, accurate, complete and timely information using all available communications methods.
- B. It is the policy of the City to coordinate the development and dissemination of all disaster-related public information through the designated Public Information Officer.

III. SITUATION

Emergency or disaster situations are typically complex and extend beyond one operational period, possibly exhausting the public information capability of the City.

IV. CONCEPT OF OPERATIONS

- A. The City Manager may appoint a Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the City Manager.
- B. Emergency public information shall be coordinated by the PIO with prior approval from the City Manager.
- C. The City Manager may appoint an Assistant PIO when media briefings are required from multiple locations or as the situation requires.
- D. Media briefings will normally take place at City Hall. In the event that this location is not functional or communications are inadequate, alternate locations will be identified by the City Manager and announced by the PIO.
- E. Any or all of the following methods may be utilized to relay emergency information to the public:
 - 1. Print, radio, cable and television media
 - 2. City website
 - 3. Social Media (Facebook, Twitter, etc.)
 - 4. Community Bulletin Boards
 - 5. Printed education/information materials
 - 6. City radio systems
 - 7. Amateur Radio Services
 - 8. Public address systems
 - 9. MyStateUSA system

10. Emergency Alert System

- F. In some circumstances, it may become necessary to release emergency public information from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.
- G. The City can post emergency public information on the City's website. The PIO will coordinate all posted information.
- H. In an emergency, people will turn first to traditional sources of information. The PIO will strive to ensure the same message is given to all "traditional" sources.

V. PROCEDURES

- A. The PIO will determine the methods for dissemination of local emergency information and instructions, with authorization from the City Manager.
- B. Information will also be disseminated to the City Manager, City Council, emergency personnel in the field, and other City employees so they will know what information and guidance is being released to the public.
- C. A Joint Information Center (JIC) may be established by ESCA, in coordination with other agencies, to coordinate emergency public information where multiple jurisdictions are impacted and/or involved in the response. This facility would be in direct contact with the City EOC, may include PIOs from other jurisdictions and may be in conjunction with State and Federal information efforts. The location of the JIC will be determined at the time of the emergency.
- D. The designated PIO will maintain up-to-date distribution lists.
- E. Translation of emergency public information for non-English speaking persons will be coordinated through the EOC, with assistance requested from Washington State Emergency Operations Center.
- F. Special instructions and provisions may be made for hospitals, nursing homes, schools and other groups.

VI. RESPONSIBILITIES

- A. City of Kenmore City Manager

1. Represent the City at press conferences, public hearings and other public events, as appropriate.
2. If necessary, appoint a Public Information Officer (PIO) to coordinate the dissemination of emergency public information.
3. Establish policies and procedures pertaining to the release of emergency information and instructions.
4. Approve all press releases and briefings.
5. Support the PIO in coordinating all press releases and briefings.

B. All City Departments

1. Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, restricted areas, etc.) to the EOC regarding field activities and emergency public information.
2. Coordinate requests for assistance through the EOC.
3. Notify the designated PIO of rumors and misinformation so that corrections can be prepared and issued immediately.

C. Public Information Officer(s)

1. Represent the City at press conferences, public hearings and other public events as directed by the City Manager.
2. Receive approval from the City Manager for all press releases and briefings.
3. Coordinate with ESCA when information is to be released on the MyStateUSA, the Emergency Alert System, or other shared information system(s).
4. Gather and coordinate emergency public information for timely release to the public.
5. Provide copies of all press releases to ESCA.
6. Notify appropriate agencies to assist in the dissemination of emergency public information.

7. Give regular information briefings to City officials, news media and the public, as authorized by the City Manager.
8. Provide information to City Departments that may dispense information to ensure consistency of messaging.
9. Provide pre-printed emergency public information brochures and/or flyers for distribution to the public.
10. Recommend appropriate location(s) for public official and media briefings.
11. Monitor media coverage and public reaction and perceptions to identify rumors and misinformation as soon as possible. Prepare correction(s), if applicable.

D. Emergency Services Coordinating Agency (ESCA)

Throughout the emergency or disaster, ESCA will coordinate with City, County and State PIOs to develop and disseminate emergency public information.

E. NORCOM and King County Communications Centers

Assist with the dissemination of public information as appropriate.

F. Washington State Emergency Operations Center

1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

G. Federal

The Federal Emergency Management Agency (FEMA) provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.

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EMERGENCY SUPPORT FUNCTION 20 DEFENSE SUPPORT TO CIVIL AUTHORITIES

PRIMARY AGENCIES: Emergency Services Coordinating Agency (ESCA)
Kenmore Police/King County Sheriff's Office

SUPPORT AGENCIES: Washington State Military Department, National Guard
Washington State Emergency Operations Center
Federal Emergency Management Agency (FEMA)
US Northern Command (USNORTHCOMM)

I. INTRODUCTION

A. Purpose

To establish guidelines for requesting military assistance and for coordinating military support with City response activities.

B. Scope

The scope of military involvement will be determined by the nature of the incident and the amount of support needed for the event.

II. POLICIES

A. The Kenmore Police/King County Sheriff's Office shall serve as liaison between military forces located within the City and the Emergency Operations Center.

B. All military forces remain under, and will follow, the military chain of command.

III. SITUATION

It is anticipated that military support will be requested or authorized only under the most extreme circumstances when City, county and state resources are unable to cope with the nature or extent of the emergency or disaster.

IV. CONCEPT OF OPERATIONS

- A. The Governor of the State of Washington has the authority to order the organized militia of Washington or any part thereof into active service in order for the state to execute the laws and perform such services as the Governor shall deem proper. This power resides with the Governor or acting Governor alone and may not be delegated.
- B. The Washington Emergency Operations Center, in consultation with the Adjutant General, may recommend activation of the National Guard when there is an anticipated justifiable need for the services of the military, or upon a validated request from a local jurisdiction when the need cannot be met by local or state resources.
- C. Requests for military assistance will be coordinated through ESCA. Requests must include the following: proclamation of local emergency; date, time and location of incident; damage done; casualties; extent of the event; and the severity and magnitude.
- D. The role of the military in a disaster operation is limited to the preparation for an impending disaster and emergency response. This role may include the following: transportation; security forces; urban search and rescue; communications; air support; wild-land firefighting; limited feeding; medical; and supplemental power.
- E. The base commander of a military installation has the authority to respond to immediate life threatening emergencies. Requests under these circumstances may be made directly to the local installation.
- F. Coordination of military activities will normally occur between a military liaison assigned to the ESCA Emergency Operations Center and the State Emergency Operations Center.
- G. Federal military forces may be activated under the authority of the President of the United States.

V. PROCEDURES

- A. Individual military organizations will follow the military chain of command and established procedures for their organization.
- B. Requests for military assistance shall be made by the City Manager to ESCA. In the event that no communication exists with ESCA requests for

assistance will be made to the King County Department of Emergency Management.

VI. RESPONSIBILITIES

- A. Kenmore Police/King County Sheriff
 - 1. Serve as liaison between the City and military personnel located at the City Emergency Operation Center.
- B. Emergency Services Coordinating Agency
 - 1. Request military support as necessary.
 - 2. Serve as liaison between military personnel located at the ESCA Emergency Operations Center and/or the City of Kenmore.
- C. Washington State Emergency Operations Center
 - 1. Serve as the coordination point between military forces and the ESCA Emergency Operations Center.
- D. Military Organizations
 - 1. Provide assistance as directed by the Adjutant General and approved by the Governor.
- E. Federal Emergency Management Agency
 - 1. Coordinate requests for federal military support through the US Northern Command.

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EMERGENCY SUPPORT FUNCTION 23 DAMAGE ASSESSMENT

PRIMARY AGENCIES: City of Kenmore
Kenmore Police/King County Sheriff's Office
Northshore Fire District

SUPPORT AGENCIES: Emergency Services Coordinating Agency (ESCA)
King/Kitsap Chapter of American Red Cross
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

To provide guidelines for citywide damage assessment activities in order to establish response and resource allocation priorities and determine building safety.

B. Scope

This Emergency Support Function is designed to provide guidance in the coordination and execution of damage assessment activities within the city. Damage assessment will be divided into three levels:

- Windshield Survey - a drive by assessment of overall damage to determine resource allocation priorities during the response phase of the emergency
- Preliminary Damage Assessment - an initial estimate of monetary damage
- Safety Evaluation of Damaged Buildings - an assessment of building safety carried out by trained staff utilizing Applied Technology Council (ATC-20) Guidelines.

II. POLICIES

- A. A preliminary damage assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or if it is requested by state or county officials. This information shall be provided to ESCA in order to support the Governor's disaster declaration to the President.
- B. The City shall provide support to local, state and federal officials in the completion of damage survey reports in order to expedite the availability of Public and Individual Assistance Programs which provide support in the

overall recovery of the community.

III. SITUATION

Nearly any disaster can cause significant damage requiring a thorough assessment of its impact on the City. It is essential that procedures are in place that will expedite the damage assessment process in order to assist in the priority allocation of resources and gain access to state and federal disaster recovery funding.

IV. CONCEPT OF OPERATIONS

- A. Specific information on Damage Assessment procedures can be found in the City of Kenmore *Damage Assessment Manual*, a separately published document.
- B. The Operations Section shall be the lead agencies for damage assessment activities within the city. The damage assessment process will include staff from all City Departments capable of contributing to this effort and shall be carried out in a cooperative manner.
- C. Damage assessment activities will normally be coordinated through the Emergency Operations Center. The Operations Section shall be responsible for compiling windshield survey damage assessment information as it is reported to the Emergency Operations Center to aid response operations.
- D. The Operations Section will coordinate damage assessment for City buildings and infrastructure. The Section will be responsible for coordinating temporary repairs.
- E. Community Emergency Response Team (CERT) volunteers, provided by ESCA, may assist with damage assessment under the direction of the Emergency Coordinator.
- F. The City Manager will prioritize repair of City facilities. Priority will be given to critical and essential services.
- G. The Operations Section will coordinate damage assessment information with utility services providers to facilitate priority repair activities.
- H. The Emergency Coordinator, with the assistance of ESCA, will coordinate activities with local, state and federal agencies to ensure the timely completion of damage survey reports and other documentation necessary to obtain state and federal cost recovery assistance.

- I. The Operations Section, Police and Fire Departments shall carry out windshield survey damage assessment according to established procedures or as directed at the time of the emergency. Information shall be reported to the Emergency Operations Center or other designated location.
- J. Evaluation of damaged buildings shall be coordinated by the Operations Section in coordination with the Building Official and be carried out by staff trained in the Applied Technology Council (ATC-20) Procedures for Post-earthquake Safety Evaluation of Buildings. This evaluation will normally take place after completion of the windshield survey and in conjunction with preliminary damage assessment activities.
- K. The American Red Cross utilizes a damage survey process in order to determine the effect of the disaster on individual citizens and to evaluate immediate human needs. This assessment can contribute to the overall picture of damage status and should be coordinated when possible.
- L. Structural engineers may be required for detailed evaluation of some City buildings. When necessary this shall be coordinated by the Operations Section.

V. RESPONSIBILITIES

- A. City of Kenmore Operations Section
 - 1. Coordinate citywide damage assessment activities with all involved departments and support agencies.
 - 2. Provide direction and control of CERT volunteers assisting with damage assessment.
 - 3. Develop damage assessment procedures in coordination with the Public Works, Engineering, Police and Fire Departments, and provide training to appropriate City staff.
 - 4. Provide training to appropriate staff in the Applied Technology Council (ATC-20) Post-earthquake Safety Evaluation of Buildings.
 - 5. Record damage assessment information and report to appropriate local, state and federal agencies.
 - 6. Prepare necessary documentation for cost recovery through state and federal programs.

7. Provide staff and equipment to coordinate and carry out windshield survey activities.
 8. Make emergency temporary repairs to City facilities as necessary.
 9. Provide staff to coordinate damage assessment information reported to the Emergency Operations Center.
- B. Kenmore Police/King County Sheriff
1. Provide staff and equipment to carry out windshield survey and provide information to the Emergency Operations Center or other designated location.
 2. Assist in the development of damage assessment procedures.
- C. Emergency Services Coordinating Agency
1. Coordinate the activation and use of Community Emergency Response Team (CERT) volunteers to assist with damage assessment.
 2. Gather damage assessment information from the City and report information to appropriate county, state and federal agencies.
 3. Provide support in procedural development.
- D. King/Kitsap Chapter of American Red Cross
1. Carry out damage survey activities in accordance with Red Cross Procedures. Report information to the ESCA Emergency Operations Center.
- E. Northshore Fire District
1. Provide support as needed in the development of procedures and in the damage assessment process.
- F. Washington State Emergency Operations Center
1. Coordinate activities of Disaster Reservists in support of the Preliminary Damage Assessment mission.

EMERGENCY SUPPORT FUNCTION 24 EVACUATION AND MOVEMENT

PRIMARY AGENCIES: City of Kenmore Police / King County Sheriff
Northshore Fire District

SUPPORT AGENCIES: City of Kenmore
Emergency Services Coordinating Agency (ESCA)
Washington State Department of Transportation
Washington State Patrol
Washington State Emergency Operations Center

I. INTRODUCTION

A. Purpose

The purpose of this emergency support function is to provide guidance for carrying out evacuation operations within the City of Kenmore.

B. Scope

Evacuation operations will be determined by the nature and magnitude of the specific event. Evacuations may, in some events, cross jurisdictional boundaries.

C. Assumptions

1. The City of Kenmore has few major highways or arterials which could adequately handle traffic volumes if it were necessary to evacuate all or part of the City.
2. Daily experience demonstrates that routes into and out of Kenmore are routinely overloaded with traffic during peak travel times. It can be safely assumed that any evacuation would overwhelm main available routes in all directions.
3. Any evacuation planning must be considered within the larger context of regional planning. The City of Kenmore is bordered by heavily populated areas of the City of Bothell, the City of Lake Forest Park, the City of Kirkland, and unincorporated Snohomish County. Should the need arise to evacuate those areas as well as the City, traffic volumes will increase exponentially.

4. The majority of threats facing the City of Kenmore occur with little or no warning, providing no opportunity to evacuate citizens.
5. While mass evacuation planning is necessary for a scenario in which the City of Kenmore would be rendered uninhabitable due to catastrophic destruction caused by natural phenomena or terrorist attack; it is far more likely that only specific areas of the City would need to be evacuated in response to a localized threat such as a limited haz-mat incident.
6. Sheltering-in-place could be the best response to most threats faced by the City of Kenmore.
7. Citizens evacuating from other locations may pass through the City of Kenmore while en-route elsewhere.
8. Any evacuation operation will require the meeting of human needs during and after the movement of citizens.

II. POLICIES

- A. Evacuation orders shall be issued by the highest ranking official available at the time of the emergency. This will normally be the City Manager, Police Chief, Fire Chief, or Public Works Director.
- B. The Emergency Coordinator and ESCA shall be notified anytime there is an evacuation affecting the City.
- C. All City-owned vehicles (not otherwise involved in emergency response) will be made available for use.

III. SITUATION

Nearly any emergency or disaster could create a need for an evacuation. Evacuation operations are utilized to remove people from areas that pose a potential or immediate danger which is extreme in nature. These situations could arise as the result of a natural or technological event and range from the evacuation of a few individuals from a small area to large populations from a widespread area. The evacuation of people from areas of risk in the City of Kenmore may involve the emergency responses of more than one governmental jurisdiction. The movement of people may be across jurisdictional boundaries.

There are three (3) types of evacuation order: voluntary evacuation, recommended evacuation order, and mandatory evacuation order.

A. Voluntary Evacuation Order

A voluntary evacuation order is issued when it is believed that a hazard has a moderate probability of posing a significant threat to people living or working in an area of risk. Citizens are encouraged to leave the area; however the decision if and when to evacuate will be made by the individual.

B. Recommended Evacuation Order

A recommended evacuation order is issued when it is believed that the possibility of hazard occurrence is high, but the potential impact is low to moderate. As with the voluntary evacuation order, the decision to evacuate is the responsibility of the citizen.

C. Mandatory Evacuation Order

A mandatory evacuation order is issued when it is believed that both the probability and impact of a hazard are high, and the lives of citizens and responders assisting them are at risk. The decision to evacuate still rests with the citizen; however, those who choose to remain within the danger area will be informed that emergency assistance may not be available to them.

IV. CONCEPT OF OPERATIONS

A. Evacuation Operations include the following six (6) phases:

1. Incident Analysis

Decisions to evacuate will be made on a case-by-case basis. The decision to evacuate will depend entirely upon the nature, scope and severity of the emergency. Other factors to be considered include the number of people affected; necessary protective actions; available transportation routes and resources; and the time available in which to effect the evacuation.

2. Warning

The evacuation information will be promulgated to the public from the Incident Command Post or Emergency Operations Center

(EOC). Information will be disseminated following procedures outlined in Emergency Support Function (ESF) 2 – Telecommunications, Information and Warning; and Emergency Support Function (ESF) 15 – Public Affairs.

3. Preparation to Move

Before the evacuation order is disseminated to the public, it is essential that all details be checked and the necessary response personnel are organized and prepared to implement the evacuation. An effective evacuation is dependant upon the close coordination of evacuation information and instructions.

4. Movement of Population

An orderly evacuation of even a small area of the City will be an immense undertaking which largely depends upon the willing cooperation of the public. For this reason, it is critical that the public information provided be timely, accurate, and reassuring. In an evacuation of limited scope, with information promulgated over the electronic media, it may be physically impossible to discourage others from leaving, regardless of their actual risk. Even with accurate and consistent messaging, it is possible for a panic to develop and create city-wide gridlock. If this situation should arise, the City will attempt to execute a traffic plan with the resources available, and continue to reinforce accurate messaging. Evacuations will be accomplished through the use of appropriate modes of transportation to include, but not be limited to: private vehicle, public transportation, and pedestrian (foot) traffic.

5. Reception / Support of Evacuees

In the event of an evacuation of a small number of people, for a limited amount of time, it may be possible to set-up a reception/support facility in an area or structure with limited services. Provisions for large numbers of people or for longer periods of time will quickly overwhelm City resources. Considerations include: sanitary services, food preparation, sleeping facilities, logistical support and security. The reception and support of large numbers of people will require a regional, state-wide and/or probable Federal coordination effort.

6. Return

The return and re-entry of people to their homes and businesses

can be as difficult to manage as the initial evacuation. To assist in the management of the returning population, an orderly, phased return will be implemented to the best of the City's ability.

B. Evacuation Operational Concepts

1. All evacuation operations will utilize the Incident Command System in accordance with NIMS and the *National Response Framework*.
2. In the event of an incident requiring the evacuation of all or part of the City of Kenmore, the evacuation order will be issued by the highest ranking City official available at the time of the event. This will normally be the City Manager, Police Chief, Fire Chief, or Public Works Director. The ESCA Director may issue evacuation orders in the absence of a ranking City official. On-scene Incident Commanders may issue evacuation orders when dangerous or life-threatening situations exist.
3. Except in situations where there exists an immediate life-threatening situation, evacuation orders shall be coordinated through the Emergency Operations Center.
4. The individual ordering the evacuation shall request notification of the Emergency Coordinator and ESCA. Additionally, a request will be made for the activation of the ESCA Emergency Operations Center any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.
5. In the event of an evacuation impacting the major arterials such as SR 522, Juanita Drive NE/68th Avenue NE, and/or Simonds Road, every effort will be made to include WA State DOT and State Patrol in the planning process.
6. Evacuation information shall be given in as clear and direct a manner as possible in order to provoke immediate response by the affected population. Direction and control of evacuation operations and notification to the public shall be done by uniformed personnel when possible. See sample Evacuation Order on page 21 of this ESF.
7. The primary mode of evacuation transportation will be private vehicle. Other transportation modes and assets will be utilized as appropriate and available. If public transit assets are utilized, pedestrian traffic will be directed to transfer points to access transit vehicles.

8. Provisions for individuals with special needs and the use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the needs of the situation.
9. The threat of a detonation of a nuclear, or other explosive device may result in the spontaneous evacuation of the general public. Direction and control during an evacuation of this type will be limited to recommending evacuation routes, traffic control and coordination through ESCA with jurisdictions outside the area regarding reception and shelter needs.
10. Evacuation information shall be disseminated through procedures established in Emergency Support Function 2 – Telecommunications, Information and Warning; and Emergency Support Function 15 – Public Affairs.
11. Re-entry to evacuated areas will be allowed after the appropriate agencies have determined that the threat no longer exists or when appropriate controls have been put into place to protect those re-entering the area.

C. Direction and Control

1. The Police Department or Fire District shall provide direction and control over evacuation operations. The lead agency shall be dependant upon the situation and will likely be coordinated between the two departments. A Unified Command structure will be instituted as appropriate.
2. The City of Kenmore will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and agencies involved in the evacuation operation or reception of evacuees shall be through the ESCA Emergency Operations Center.
3. Requests for resources through existing mutual aid agreements and/or contracts through private contractors will be coordinated through the City EOC. Resources beyond those will be requested through the ESCA EOC.

V. PROCEDURES

The following procedures, coupled with existing emergency mobilization procedures located in the Kenmore Police Department's Policy Manual, shall be

used to guide operations.

A. Incident Analysis

1. Command and Control

- a) Identify incident and necessity for evacuation.
- b) Notify City of Kenmore Emergency Coordinator and ESCA Director.
- c) Determine degree of mobilization necessary and appropriate command structure.
- d) Determine assignment of personnel.

2. Planning

- a) Collect situation information from field and Incident Commander.
- b) Initiate coordination with adjacent jurisdictions.
- c) Identify emergency response routes.
- d) Identify special needs populations and develop strategies to meet their needs.
- e) Identify destination areas and needed shelters.
- f) Begin long-range staffing determinations.

3. Operations

- a) Conduct situation size-up and determine need for evacuation.
- b) Determine initial evacuation boundaries.
- c) Determine number of dwellings / citizens to be evacuated.
- d) Determine time available for evacuation.
- e) Determine resources necessary to accomplish evacuation.
- f) Provide Incident Commander with current situation report.

4. Logistics

- a) Locate resources needed to conduct an evacuation or support movement of citizens through jurisdiction.
- b) Assess resource availability, to include staffing, material assets and supplies.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of

evacuation operations.

B. Warning

1. Command and Control

- a) Assign a Public Information Officer to ensure that all messaging is correct, timely, and consistent.
- b) Determine appropriate notification methods. Refer to ESF 2 – Telecommunications, Information and Warning.
- c) Review and re-evaluate on-going activities.

2. Planning

- a) Identify areas and/or populations to be notified.
- b) Assess communications infrastructure. Refer to ESF 2 – Telecommunications, Information and Warning.
- c) Determine timing of notifications.
- d) Develop messaging appropriate to notification methods in use.

3. Operations

- a) Disseminate evacuation information.
- b) Maintain record of addresses notified and/or special conditions or needs.
- c) Maintain record of evacuation refusals.

4. Logistics

- a) Support communications efforts as appropriate.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

C. Preparation to Move

1. Command and Control

- a) Approve prepared Incident Evacuation Plan.
- b) Direct personnel to carry out evacuation activities.

- c) Review and evaluate on-going activities.

2. Planning

- a) Make final determination of evacuation area.
- b) Assess transportation infrastructure. Refer to ESF 1 – Transportation.
- c) Identify destination areas and/or shelters. Refer to ESF 6 – Mass Care, Housing and Human Services.
- d) Identify suitable non-public shelter locations (i.e. hotels, etc.)
- e) Establish evacuation routes and develop Evacuation Incident Action Plan (IAP).
- f) Identify transfer points if needed.
- g) Identify en-route support areas.
- h) Prepare notification documentation system.
- i) Begin return planning.

3. Operations

- a) Request assistance to support operational activities.
- b) Mark evacuation route(s).
- c) Establish needed transfer points.
- d) Identify and activate route control points.
- e) Identify critical intersections and potential problem areas along route(s).
- f) Establish dedicated routes for emergency response personnel and vehicles.
- g) Initial activation of destination areas/shelters.

4. Logistics

- a) Initiate resource tracking procedures.
- b) Identify transportation resources available.
- c) Procure needed resources for route marking/management.
- d) Deploy traffic management, mass care and sheltering staff and assets.
- e) Coordinate with ESCA for additional resources as needed.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

D. Movement and En-route Support

1. Command and Control

- a) Direct personnel to carry out evacuation activities.
- b) Review and re-evaluate on-going activities.

2. Planning

- a) Continue incident data collection.
- b) Prepare estimate of evacuation population size.

3. Operations

- a) Monitor and manage traffic flow along evacuation route(s).
- b) Fully staff transfer points.
- c) Staff critical intersections.
- d) Continue evacuation information dissemination.
- e) Identify citizens requiring assistance.
- f) Closely document evacuation process to avoid duplication of effort and/or missed areas.
- g) Maintain law enforcement presence in evacuated area(s) and along routes.
- h) Decontamination activities, if warranted by the event. Refer to ESF 10 – Hazardous Materials.

4. Logistics

- a) Coordinate deployment of transportation assets to assist citizens without private transportation, and/or those needing para-transit support.
- b) Provide supplies to en-route support areas.
- c) Respond to resource requests as necessary.
- d) Maintain resource tracking.
- e) Coordinate with ESCA for additional resources as needed.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

E. Reception and Support

1. Command and Control

- a) Ensure Mass Care activities are initiated. Refer to ESF 6 – Mass Care, Housing and Human Services.
- b) Coordinate with ESCA to provide out-of-area shelters and reception areas, if needed.

2. Planning

- a) Identify number and type(s) of shelters needed.
- b) Prepare estimate of resources needed in support of shelter operations.
- c) Refer to ESF 6 – Mass Care, Housing and Human Services.

3. Operations

- a) Activation of shelters and/or support centers. Refer to ESF 6 – Mass Care, Housing and Human Services.
- b) Provide current and accurate information updates to evacuees.
- c) Initiate identification, registration and tracking of evacuees requiring shelter.

4. Logistics

- a) Ensure adequate supply levels at shelters and reception areas.
- b) Respond to resource requests as necessary.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

F. Return

1. Command and Control

- a) Determine safety of restricted areas.
- b) Identify appropriate controls to manage re-entry.

2. Planning

- a) Determine end of evacuation and timing to begin Return phase.

- b) Determine shelter closure schedule.
- c) Identify transportation resources needed for Return phase.
- d) Determine necessary staffing levels for Return operations.

3. Operations

- a) Mark return route(s).
- b) Inform evacuees of timing and method of return.
- c) Provide transportation as needed and possible.
- d) Monitor and manage traffic flow along return route(s).
- e) Fully staff transfer points.
- f) Staff critical intersections.
- g) Deactivation of shelter operations.

4. Logistics

- a) Identify and procure transportation resources needed for return of evacuees.
- b) Coordinate return of deactivated resources.

5. Finance

Maintain accurate tracking, recording and documentation of all associated costs and expenses incurred throughout all phases of evacuation operations.

VI. RESPONSIBILITIES

A. City of Kenmore Police/King County Sheriff and Northshore Fire District

- 1. Conduct rapid situation size-up to determine the need to evacuate.
- 2. Determine initial evacuation boundaries.
- 3. Obtain evacuation order from highest ranking official available at the time of the event.
- 4. Coordinate the dissemination of evacuation orders and emergency public information.
- 5. Request activation of the ESCA Emergency Operations Center to facilitate coordination of activities with outside agencies and jurisdictions when appropriate.

6. Provide direction and control of evacuation operations.
7. Determine appropriate routes.
8. Provide perimeter control and security of evacuation zone.
9. Establish accountability procedure for all personnel.
10. Provide EOC with current and updated information as conditions change, or as requested.
11. Determine appropriate and safe re-entry timing.

B. City of Kenmore Operations Section

1. Assist with situation size-up as necessary and appropriate.
2. Assess transportation routes, identify alternate routes; and provide temporary traffic control measures/devices and operations control of traffic signals.
3. Remove debris and other obstacles from evacuation routes as needed.
4. Coordinate use of City transportation resources when used to transport evacuees during evacuation operations.
5. Provide other support as requested and appropriate.

C. City of Kenmore Plans Section

1. In the event of an evacuation of limited scope and/or duration, coordinate mass care activities as described in Emergency Support Function 6 – Mass Care, Housing and Human Services.
2. Provide support and assistance in evacuation efforts as appropriate.

E. City of Kenmore Finance Section

1. Maintain accurate tracking, recording and documentation of all expenses incurred throughout all phases of evacuation operations.

F. Emergency Services Coordinating Agency

1. Activate ESCA EOC to appropriate level.
2. Disseminate public information regarding evacuation through appropriate sources.
3. Notify mass transit services to delay, postpone and/or re-direct incoming traffic from the evacuation area.
4. Notify affected jurisdictions and coordinate evacuation activities as appropriate.
5. Arrange for temporary sheltering and reception areas for evacuations that relocate populations across jurisdictional boundaries.
6. Coordinate outside transportation resources planned for use in an evacuation.
7. Mobilize volunteer assets as appropriate.

G. WA State Emergency Operations Center

1. Coordinate requests for and deployment of resources in support of evacuation operations.

COMMAND AND CONTROL Evacuation Action Checklist

Incident Analysis

Identify incident and determine need for evacuation Time: _____
Notify Kenmore Emergency Coordinator and ESCA Director Time: _____
Determine necessary degree of mobilization _____
Determine command structure _____
Begin Assignment of personnel Time: _____

Warning

Assign Public Information Officer (PIO) Time: _____
Determine appropriate notification methods _____
(Refer to ESF 2 – Telecommunications, Information and Warning)
Approve and release notifications Time: _____ Review
and evaluate on-going activities _____
Provide briefing to City Policy group Time: _____

Preparation to Move

Approve evacuation Incident Action Plan (IAP) Time: _____
Direct personnel to carry out evacuation activities Time: _____
Review and evaluate on-going activities _____

Movement and En-route Support

Review, amend and revise evacuation orders as necessary Time: _____
Notify relevant agencies/jurisdictions of changes Time: _____
Ensure Public Information notices are consistent and on-going _____
(Refer to ESF 15 – Public Affairs)
Review and evaluate on-going activities _____

Reception and Support

Ensure Mass Care activities are initiated Time: _____
(Refer to ESF 6 – Mass Care, Housing and Human Services)

Return

Determine safety of restricted areas Time: _____
Confirm approval to return Time: _____
Identify appropriate controls to manage re-entry Time: _____

PLANNING

Evacuation Action Checklist

Incident Analysis

Collect situation information from field personnel and Incident Commander

Determine resources necessary to accomplish evacuation

Initiate coordination with adjacent jurisdictions

Identify emergency response routes

Identify special needs populations and develop strategies to meet identified needs

Identify destination areas and needed shelters

Begin long-range staffing determinations

Time: _____

Time: _____

Time: _____

Warning

Identify areas and/or populations to be notified

Assess communications infrastructure

(Refer to ESF 2 – Telecommunications, Information and Warning)

Determine timing of notifications

Develop messaging appropriate to notification methods in use

Time: _____

Preparation to Move

Make final determination of evacuation area

Assess transportation infrastructure

(Refer to ESF 1 – Transportation)

Establish evacuation route(s) and develop Incident Action Plan (IAP)

Identify transfer points

Identify en-route support areas

Identify available transportation resources

Activate shelter planning

(Refer to ESF 6 – Mass Care, Housing and Human Services)

Prepare notification documentation system

Begin return planning

Time: _____

Time: _____

Movement and En-route Support

Continue incident data collection

Monitor and document evacuation progress

Prepare estimate of evacuation population size

Reception and Support

Prepare estimate of resources needed in support of shelter operations

(Refer to ESF 6 – Mass Care, Housing and Human Services)

Return

Determine end of evacuation and timing to begin Return phase

Time: _____

Determine shelter closure schedule

Identify transportation resources needed for Return phase

Determine necessary staffing levels for Return operations

OPERATIONS

Evacuation Action Checklist

Incident Analysis

Conduct situation size-up and determine need for evacuation	Time: _____
Determine initial evacuation boundaries	Time: _____
Determine number of dwellings / citizens to be evacuated	_____
Determine time available for evacuation operations	_____
Provide Incident Commander with current situation report	Time: _____

Warning

Disseminate evacuation information	Time: _____
Maintain record of addresses notified	_____
Document special conditions or needs to be addressed	_____

Preparation to Move

Request assistance to support operational activities	Time: _____
Establish communications between Operations Branches	Time: _____ Mark
evacuation route(s)	Time: _____
Identify traffic management tactics to be used	Time: _____
Establish needed transfer points	Time: _____
Identify and activate route control points	Time: _____
Identify critical intersections / possible problem areas	_____
Establish dedicated emergency response routes	_____
Activate destination areas/shelters	Time: _____

Movement and En-route Support

Monitor and manage traffic flow along evacuation route(s)	_____
Fully staff transfer points	_____
Staff critical intersections	_____
Continue evacuation information dissemination	_____
Identify citizens requiring assistance	_____
Maintain law enforcement presence in evacuated area(s) and along routes	_____
Quarantine and decontamination activities, if warranted by event (Refer to ESF 10 – Hazardous Materials)	_____
Request additional support resources as necessary	Time: _____

Reception and Support

Activate shelters and/or support centers	Time: _____
Provide current and accurate information to evacuees	_____
Provide information on location of specialty shelters	_____
Initiate identification, registration and tracking of evacuees requiring shelter services	_____

Determine level of site security necessary at activated shelters _____

Return

Mark return route(s) Time: _____

Inform evacuees of timing and method of return Time: _____

Provide transportation as needed and possible _____

Monitor and manage traffic flow along return route(s) _____

Fully staff transfer points _____

Staff critical intersections _____

Deactivate shelter operations Time: _____

LOGISTICS

Evacuation Action Checklist

Incident Analysis

Identify resources needed to conduct an evacuation or support movement of citizens through jurisdiction _____

Assess resource availability, to include staffing, material assets and supplies _____

Warning

Support communications efforts as appropriate _____

Preparation to Move

Initiate resource tracking procedures _____

Procure needed resources _____

Deploy traffic management, mass care and sheltering staff and assets Time: _____

Movement and En-route Support

Coordinate deployment of transportation assets to assist citizens without private transportation, and/or those needing para-transit support _____

Identify accommodations for transport of luggage supplies to en-route support areas _____ Provide

Respond to resource requests as necessary Time: _____

Maintain resource tracking _____

Monitor availability of supplies for en-route support area(s) _____

Reception and Support

Ensure adequate supply levels at shelters and reception area(s) _____

Respond to resource requests as necessary _____

Return

Identify and procure transportation resources needed for return of evacuees _____

Coordinate return of deactivated resources _____

Sample Evacuation Order

Attention!

An emergency situation exists at ____ (location)_____.

The ____ (jurisdiction)_____ fire/police department has issued the following emergency evacuation order.

All persons within the area of _____ are directed to evacuate immediately. Tie a towel or cloth to your front door knob to indicate the premises are vacated. Police will secure the evacuated area.

Bring the following supplies with you _____.

Use the following evacuation routes _____.

Shelters are set up at _____.

School children will be evacuated by bus. Do not attempt to pick them up at school.

If you require special assistance, call _____.

Stay tuned to your television or radio station for further instructions and information. DO NOT CALL 911.

ITEMS TO TAKE TO A SHELTER

Depending upon the situation, evacuees may be required to remain at shelters for several hours to several days, or longer.

Take only essential items, and avoid bringing valuables (shelters are not responsible for lost or stolen items).

Be sure to lock your home when you leave.

The following are supplies you may wish to take with you when you evacuate to a shelter:

Essential items if you must leave immediately:

- Emergency contact information (i.e. family members, insurance, etc.)
- Change of clothing
- Medications and medical supplies
- Bottled water
- Car and house keys

Items to take with advanced notice:

- Essential items - *plus*
- Extra clothing
- Sleeping bag and/or bedding for each family member
- Snacks and/or food for special dietary needs
- Toiletry and hygiene supplies
- First aid kit
- Flashlight(s) w/ extra batteries
- Books, games, cards, etc.

DO NOT bring the following items, as they will not be allowed in the shelter:

- Alcohol or non-prescription drugs
- Guns and/or other weapons
- Pets

EVACUATING WITH YOUR PET

You are responsible for your pet in an emergency. Having a disaster kit for your pet is essential. Depending upon the situation, pet shelters may be opened; however, NO pets will be allowed in human shelters.

When evacuating with your pet, you will need the following to manage their care:

- Carrier or cage, including bedding
- Leash AND muzzle
- Immunization records and any required medications
- Food, water and water/food bowls
- Current photo of your pet with you and narrative description of pet
- Contact information for current veterinarian
- Toys

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CHAPTER 3

EMERGENCY OPERATIONS CENTER PRODEDURES

I. KENMORE EOC ORGANIZATION AND STAFFING

EOC ORGANIZATION

Departments represented in the EOC will normally be required to carry out the following functions during EOC activation. Additional information may be found in Figures A and B located on pages 13 and 14.

*** Policy – City Manager, Emergency Management Committee & City Council**

1. Provide direction and control for EOC operations, set priorities and establish strategies/missions based on the situation and available resources.
2. Develop and disseminate public information.
3. Keep the EOC staff and appropriate agencies informed.
4. Provide direction for recovery operations and demobilize the EOC.

*** EOC Management –**

Emergency Coordinator

1. Manage the Kenmore EOC during activation.
2. Coordinate Proclamation of Local Emergency with the City Manager and ESCA Director.

Public Information Officer

1. Interfacing with the public and media and/or other agencies with incident-related information requirement.
2. Develop accurate and compel information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption.

*** Operations Section**

1. Establishes the tactics to meet the incident objectives and directs all operational resources.
2. Execute strategies and missions, monitor progress and adjust as necessary.
3. Monitor, assess and track response units and resource requests by agencies.
4. Forward unmet priority resource requests to logistics and/or ESCA.
5. Coordinate with all response and support agencies.

* **Plans Section**

1. Receive, monitor, evaluate and brief the EOC staff on the disaster situation and current information.
2. Identify potential resource shortfalls and possible solutions.
3. Analyze situation to provide projections and recommendations.
4. Gather data on preliminary damage assessment.
5. Develop a strategy for the next operational period.

* **Logistics Section**

1. Locate resources to fill priority resource requests.
2. Organize and assign volunteers.
3. Provide care and feeding of EOC personnel.

* **Finance Section**

1. Maintain EOC sign in/out log.
2. Manage and document financial aspects of the EOC operation.
3. Coordinate EOC staffing and shift changes.

* **Message Takers/Runners**

1. Set up the message center and track all messages.
2. Answer all incoming calls.
3. Route messages to and from EOC.

EOC STAFFING

Staffing levels at the EOC are dependent upon the nature and magnitude of the emergency or disaster and will be determined by the City Manager or designee responsible for activating the EOC.

All Staff, shall be assigned to one of the organizational functions listed above by the Emergency Coordinator. EOC staff representing supporting agencies will normally serve as a liaison to their respective agency and coordinate activities with the appropriate organizational group.

All EOC staff is subject to the direction and supervision of the Emergency Coordinator while assigned to the EOC.

Any or all of the following staff may be requested at the EOC.

- * City Employees
- * ESCA Representative
- * Police Representative
- * Fire Representative
- * Contract Service Agencies
- * Public Information Officer
- * Amateur Radio Support (requested through ESCA)
- * Supporting Agency Representatives
- * Others (as determined necessary.)

II. OPERATIONAL PROCEDURES

ACTIVATION

The Emergency Operations Center (EOC) may be activated at the request of an Emergency Management Committee member, when the level of operations requires it. The ESCA Director may request activation of the Kenmore EOC to support area wide operations.

The staff member(s) activating the EOC shall use the EOC Phone Tree Activation Chart (for internal use, not for public disclosure, for a copy of this chart contact the Emergency Coordinator) and the EOC set-up diagram as a guideline for setting up the EOC and for making initial notifications.

REPORTING TO THE EOC

In the event of an emergency which disrupts the telephone and/or paging systems EOC staff members should see to the safety of their immediate families and then report to the EOC. In situations where it is not safe to leave family members at home they may be brought to the EOC until appropriate facilities are available to provide care.

In emergency situations which do not disrupt communications systems appropriate staff will be notified by using emergency call back procedures which may include phone, pager or radio. In extreme circumstances notifications may be broadcast over public radio and television stations. (This notification method shall be requested through ESCA).

EMERGENCY SUPPLIES

All EOC staff should report to work with enough supplies to meet personal needs to at least 3 days. These supplies should include; clothing, personal hygiene items, medications, sleeping bag or blanket and any other special needs. The city maintains a food and water supply to meet essential staff needs for 3 days.

EMERGENCY DECLARATIONS

The City Manager or designee will determine whether to declare a local proclamation of emergency. Information on local emergency proclamations as they are made will be forwarded to ESCA. The ESCA Director will alert the appropriate county state and federal agencies of emergency proclamations. In some cases the ESCA Director may request that a local proclamation of emergency be made based on local area resource availability.

SECURITY

The City Manager or designee may decide to establish security for the EOC. Security of the EOC and its systems will be provided by the Police Department.

SIGN IN/OUT

EOC staff will be required to sign in and out of the EOC during activation. Sign in/out logs will be maintained by the Finance Section or by EOC security staff when on duty.

SHIFT SCHEDULING

As soon as possible after EOC activation, 12 hour shift schedules should be established for each EOC representative. Relief shifts should arrive at least 30 minutes early so that briefings can be conducted prior to shift changes. Members of the EOC staff may be required to work longer shifts depending upon the nature and extent of the emergency.

BRIEFINGS AND CONFERENCES

Briefings for EOC staff will be held at regular intervals. These intervals may be as frequent as hourly during times of peak activity but will normally be scheduled at 4 to 6 hour intervals. Briefings will be conducted at every shift change and should be coordinated to include the Fire District, Police Department, and Utility District. EOC staff should be prepared to participate in briefings with a short summary of their activities and progress. Briefings should include:

- * Unresolved problems from previous briefings.
- * New problems.
- * Resources and assistance requests from ESCA and other outside organizations.
- * Information and/or developments that should be passed on to other EOC staff or the public.

Additional briefings may be scheduled at the discretion of the City manager, or designee. These may include city officials, news media or situation reviews for newly arrived EOC representatives.

Conferences may be held between the City Manager or designee and EOC staff to discuss and resolve major issues. Conferences will normally be held in one of the office spaces adjacent to the EOC to avoid disruption of the other EOC activities. The City Manager or designee will

ensure that decisions reached during the conferences are quickly relayed to all EOC staff for appropriate dissemination.

REPORTS

The Emergency Coordinator is responsible for ensuring that situation reports are forwarded ESCA in a timely fashion. The Emergency Coordinator is also responsible for preparing and sending special reports on damages, threats and requests for assistance and resources. Reports will be forwarded to ESCA.

The Emergency Coordinator is responsible for informing EOC staff of special information requested by field personnel in order to respond to citizen inquiries. This information may include the locations of services such as shelters, medical facilities and emergency supply distribution sites. This information will normally be received from ESCA for dissemination to all emergency workers in the field.

RESOURCE COORDINATION AND REQUESTS FOR ASSISTANCE

Resources will be coordinated between the Kenmore EOC staff. This coordination is the first priority and assures timely and efficient movement of local resources to the areas of greater need.

Additional resources required to meet the emergent demands of a disaster may be requested from contract agencies, outside vendors and ESCA.

Resources will normally be requested in the following order but may be adjusted to best meet the needs and demands of the emergency disaster.

- * City of Kenmore resources
- * Mutual Aid
- * Private Vendors and contractors
- * ESCA

III. **COMMUNICATIONS PROCEDURES**

The primary function of the EOC is to collect and disseminate information. Information will come into the EOC through a variety of channels: telephone, fax, government radio, amateur radio (RACES), commercial radio, television, message runners etc.

COMMUNICATIONS EQUIPMENT

Essential communication equipment is located in the EOC. This equipment includes telephones, amateur radio, government radio, and fax machine.

The communications equipment located in the EOC is sufficient to meet only minimum requirements. City employees with portable cell phones should bring them to the EOC, to supplement communications capability. This equipment should include batteries and a charger.

INCOMING MESSAGES AND INFORMATION

1. Message Receiver

All incoming information should be recorded on an EOC message form. The following information shall be entered in the appropriate spaces.

- * The priority of the message
- * Date
- * Time
- * To whom you routed the message
- * Who the message is from
- * Subject
- * The message

Message Priority

- * Immediate - Lives endangered
- * Priority - Timely operational response required
- * Routine – reports, operational updates

Action

- * Take any immediate action required by the message.
- * Deliver message to appropriate EOC staff or City Manager.
- * Route one copy to the City Clerk for permanent record keeping.
- * Maintain record all incoming messages.
- * Make entries on EOC displays as appropriate

2. EOC Functional Groups (Policy, Plans, Operations, Logistics, Finance)

Individuals and/or functional group leaders will take the following actions as appropriate.

- * Relay information received to City Manager or designee and EOC staff who will take action on the message or request. (this may be done verbally)
- * Take appropriate action and note time and action taken in your log book.
- * Develop a written response to the messages when appropriate which will include significant information regarding assistance with or a solution to the problem.
- * Post major emergency information, problems and actions taken on EOC status boards.

- * Information only message do not require a written response.
- * Route one copy of written message reply to the City clerk for permanent record keeping.
- * Record phone calls in your phone log.

3. Message Runners

- * Pick up and deliver messages as instructed.

4. Communication Staff

- * Send messages and receive responses as appropriate.
- * Record on phone or radio log as appropriate.

OUTGOING MESSAGES AND INFORMATION

1. Message Originator

All outgoing information should be recorded on an EOC message form. The following information shall be entered in the appropriate spaces.

- * The priority of the message
- * Date
- * Time
- * Whom the message is to
- * Who the message is from
- * Subject
- * The message

Retain the back copy for your records and route message to City Clerk.
Message Priority

- * Immediate – Lives endangered
- * Priority – timely operational updates required
- * Routine – reports, operational updates

2. EOC Functional Groups

Individuals and/or functional groups will take the following actions as appropriate.

- * Messages and information to be sent outside the city must be reviewed and approved by the City Manager prior to sending.
- * Note time and action taken in your log book.
- * Post major emergency information, problems and actions taken on EOC status boards.
- * Keep one copy of the message and route remaining copies to City Clerk.

- * Record phone calls in your phone log.

3. Message Receiver

- * Log message on outgoing message log.
- * Route message to message runner or appropriate communication staff person.

4. Message Runners

- * Pick up and deliver messages as instructed.

5. Communication Staff

- * Send messages and receive responses as appropriate.
- * Note time and method of message transmittal.
- * Initial after sending.
- * Record on radio or phone log as appropriate.

RECORDS AND LOGS

Personal Log Book

All EOC staff must maintain a personal log which tracks activities and actions taken during EOC operations. The Personal Log must contain your name, title and EOC functional assignment. You should note the beginning and ending of your work shifts in your log. The log remains in the EOC as a reference for your shift replacement. The log is turned over to the City Clerk at the conclusion of the disaster to be maintained as part of the permanent records. The log book should be a spiral notebook or similar type and pages should be numbered.

Telephone Log

All EOC staff must maintain a telephone log of both incoming and outgoing calls which includes time of call, who the call was to or from and subject(s) discussed example on page 27).

Message Records

The communication staff shall keep one copy of all written messages during activation. At the conclusion of the event messages shall be files by the City Clerk in a ring binder by date and time and will become part of the permanent record.

IV. DISPLAY PROCEDURES

The function of the EOC is to accumulate and share information to ensure a timely and coordinated emergency response. To facilitate the availability of this information each section of the EOC must display information so that others in the EOC can quickly comprehend the current situation, actions taken and resources available and/or requested. Display needs will vary with the nature and scope of the emergency. Examples of display logs and charts are located on pages 18 – 29.

PROBLEM/MAJOR EVENT LOG

All applicable events are entered on the problem/major event log as they are received.

PRIORITY EVENT LOG

Priority events transferred from the Problem/Major Event Log.

DAMAGE ASSESSMENT CHART

The chart displays information received regarding damage to the city.

CITY MAPS

Maps for the city will be maintained in the EOC. The following information will be posted on maps for immediate reference.

- * Transportation routes closed or impeded.
- * Area of major damage.
- * Locations of medical treatment centers.
- * Locations of shelters.
- * Evacuation areas with control points and exit routes.
- * Other information as needed.

SHELTER STATUS CHART

The chart displays information on open shelters and feeding facilities in Kenmore.

RESOURCE CHARTS

Resource charts may be used to track available and committed resources for Police, Fire, Public Works, Transportation, medical etc. as required by the nature of the emergency.

OTHER DISPLAYS

Other displays may be used for maintaining other emergency-specific and general information which may be needed in the EOC. These may include specific maps for evacuation routes, casualties, transportation, utilities, land use and sensitive areas, flood maps, hazardous materials storage information etc.

V. FIGURES, CHECKLISTS, AND FORMS

FIGURE A

EMERGENCY OPERATIONS CENTER STAFFING CHART

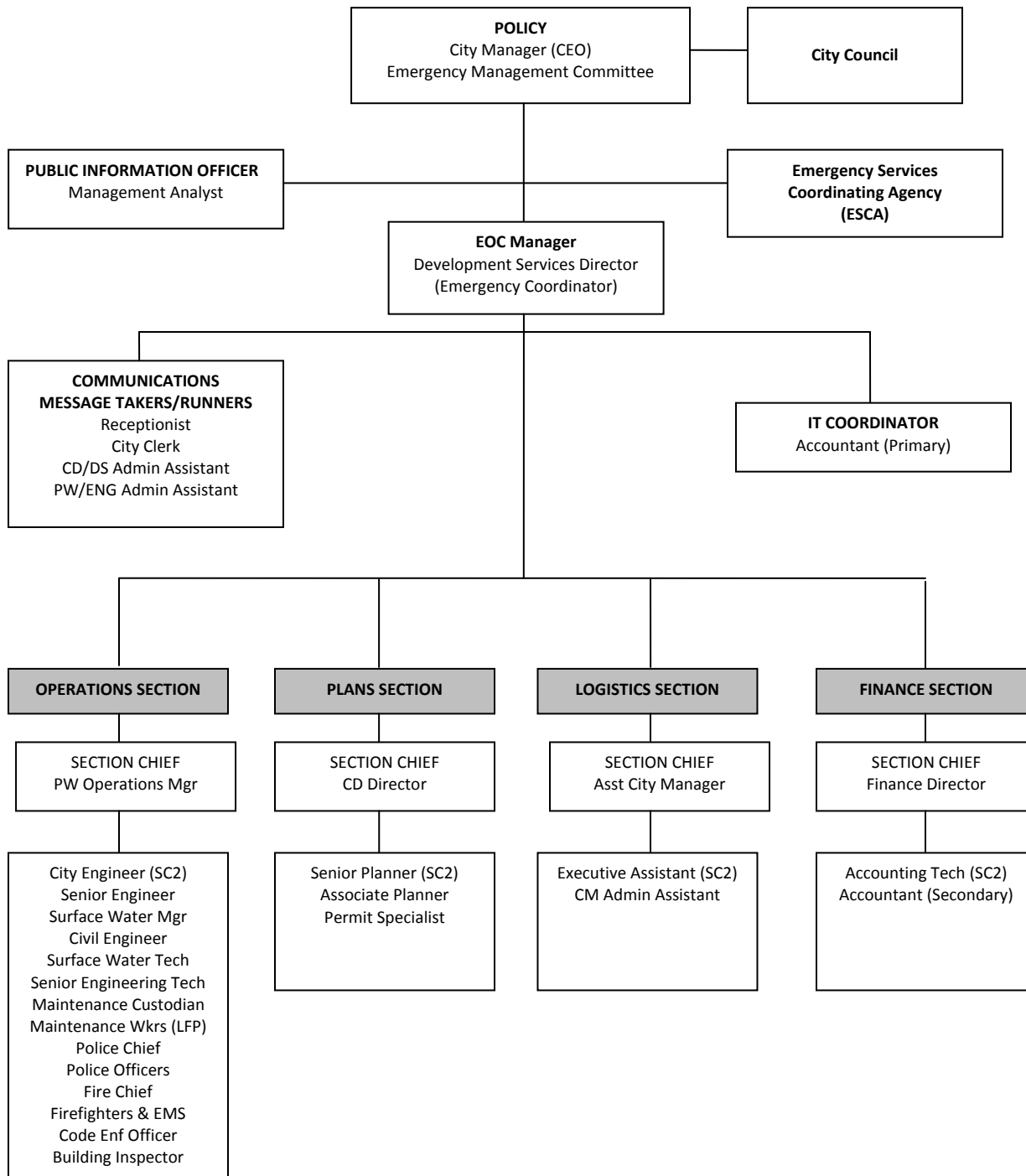


FIGURE B

EMERGENCY OPERATIONS CENTER RESPONSIBILITY MATRIX

	Operations Section	Plans Section	Logistics Section	Finance Section	Communica- tions	EOC Management	Policy
ESCA							EMC
Legislative							
Mayor & City Council							X
City Manager's Office							
City Manager							CEO
Assistant City Manager			SC				EMC
Management Analyst						PIO	EMC
Executive Assistant			X				
Administrative Assistant			x			PIO2	
Receptionist			x		X		
Finance Department							
Finance Director				SC			EMC
City Clerk				x	X		
Accountant				x		X	
Accounting Technician				SC2			
Community Development							
CD Director		SC					EMC
Senior Planner		SC2					
Development Services							
DS Director*						EOC Mgr	EMC
Associate Planner		X					
Building Inspector*	X	x					
Code Enforcement Officer*	X	x					
Permit Specialist		X					
Administrative Assistant			X		x		
Public Works Operations							
Public Works Ops Mgr	SC						EMC
Senior Engineering Tech	X						
Maintenance Custodian	X						
Maintenance Wkrs (LFP)	X						
Utilities	X						
Administrative Assistant			X		x		
Engineering Department							
City Engineer*	SC2						EMC
Senior Engineer*	X						
Civil Engineer*	X						
Surface Water Mgr*	X						
Surface Water Tech	X						
Public Safety							
Police Chief*	X						EMC
Police Officers & Det*	X						
Fire Chief	X						EMC
Fire Marshal*	X						
Fire Fighters & EMS	X						

SC = Section Chief

SC2 = Assistant Section Chief or Second Shift Section Chief

X = Primary Assignment

x = Secondary Assignment

* = Participates in Damage Assessments

EMC = member of the Emergency Management Committee

FIGURE C

EMERGENCY OPERATIONS CENTER ACTIVATION CHECKLIST

IN ACCORDANCE WITH PHONE ACTIVATION TREE ALERT ONE EACH OF THE
FOLLOWING AGENCIES/ORGANIZATIONS

_____ Public Works Ops Mgr	Alerted _____	Time _____
_____ City Manager	Alerted _____	Time _____
_____ Police Chief	Alerted _____	Time _____
_____ Assistant City Manager	Alerted _____	Time _____
_____ Dev Svcs Director	Alerted _____	Time _____
_____ ESCA Director	Alerted _____	Time _____
_____ NFD Fire Chief	Alerted _____	Time _____
_____ NFD Battalion Chief On-duty	Alerted _____	Time _____
_____ NFD Fire Marshal	Alerted _____	Time _____
_____ Finance Director	Alerted _____	Time _____
_____ Management Analyst	Alerted _____	Time _____
_____ City Engineer	Alerted _____	Time _____
_____ CD Director	Alerted _____	Time _____
_____ Senior Planner	Alerted _____	Time _____
_____ Senior Engineer	Alerted _____	Time _____
_____ City Clerk	Alerted _____	Time _____

[illegible]

PROBLEMS / MAJOR EVENTS

DATE	TIME	PROBLEM/LOCATION	ASSIGNED TO	ACTION

DAMAGE ASSESSEMENT - PUBLIC

LOCATION	BUILDING FACILITY NAME / TYPE	INFRASTRUCTURE PUBLIC WORKS / UTILITIES / ROADS	ESTIMATED DAMAGE

DAMAGE ASSESSEMENT - PRIVATE

LOCATION	HOMES	BUSINESSES	OTHER	DAMAGE % DESTROYED	ESTIMATED \$ DAMAGE

EOC TELEPHONE MESSAGE FORM

Rev. 01/06

Date: _____ 200__ Time: _____ (24 hour clock)

From:

Name: _____ Organization: _____

Contact Numbers:

Day:	_____	Evening:	_____
24 Hour:	_____	Cell:	_____
Satellite:	_____	Fax:	_____
Email:	_____		

Message Text:

Message Taker: _____ (signature)
(routes to EOC Manager)

EOC Manager: _____ (signature)
(assigns Action Officer)

Action Officer: _____ (AO name)
(takes action to resolve)

Action Taken:

Date: _____ Time: _____ Action Officer: _____
(signature indicates issue resolved)

White Copy: Message Center

Yellow Copy: _____

Pink Copy: _____

MESSAGE LOG

DATE	TIME	TO	FROM	SUBJECT	INITIALS

TELEPHONE LOG

DATE	TIME	TO	FROM	PHONE #	SUBJECT

SHELTER

LOCATION	ADDRESS	CAPACITY	CURRENT # CLIENTS	COMMUNICATION S PHONE/RADIO #	REMARKS

MEDICAL FACILITIES

FACILITY	LOCATION	BEDS	BEDS AVAILABLE	COMMUNICATION PHONE/RADIO #	REMARKS

RESOURCE REQUEST

RESOURCE/ REQUESTED	#/ AMOUNT	REQUESTED BY	COMMUNICATION/ PHONE #	ASSIGNED TO	REMARKS

RESOURCE: _____.

TYPE/UNIT	FROM	SENT TO	ESTIMATED ARRIVAL TIME	COMMUNICATION/ PHONE #	REMARKS

RADIO LOG

DATE	TIME	TO	FROM	SUBJECT

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APPENDIX 1

AUTHORITIES AND REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Kenmore's *Comprehensive Emergency Management Plan*. References include City, State, and Federal codes and regulations as well as plans and widely used standards.

CODES AND REGULATIONS:

City of Kenmore

Ordinance 01-00106

KMC Chapter 8.30, Emergency Operations Plan

Washington State

RCW 35.33.081, Emergency Expenditures – Nondebtable Emergencies

RCW 35.33.101, Emergency Warrants

RCW 35A.38, Emergency Services

RCW 38.52, Emergency Management

RCW 38.52.070, Local Organization and Joint Local Organizations Authorized

RCW 39.34, Interlocal Cooperation Act

RCW 42.12, Vacancies

RCW 42.14, Continuity of Government

RCW 43.43, Washington State Patrol – State Fire Service Mobilization Plan

RCW 47.68.380, Search and Rescue

RCW 49.60, Laws Against Discrimination

WAC 118-04, Emergency Worker Program

WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs

WAC 296-62, General Occupational Health Standards

Federal

Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

Public Law 96-342, Improved Civil Defense Act of 1980, as amended

Title III Superfund Amendments and Reauthorization Act (SARA) of 1986

Homeland Security Presidential Directives 1 - 8

Homeland Security Act of 2002

Americans With Disabilities Act

National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)

PLANS

City of Kenmore *Comprehensive Emergency Management Plan*
City of Kenmore *Standard Operations Procedures*
City of Kenmore *Damage Assessment Manual*
Kenmore City Departments *Standard Operating Procedures*
Emergency Services Coordinating Agency *Hazardous Materials and Weapons of Mass
Destruction Response Plan*
North King and South Snohomish Counties Regional Mitigation Plan
King County Hazard Identification and Vulnerability Assessment
King County Comprehensive Emergency Management Plan
King County Regional Disaster Plan
Public Health Seattle/King County *Public Health Emergency Response Plan*
Washington State *Comprehensive Emergency Response Plan*
National Response Framework

APPENDIX 2

KMC Chapter 8.30

Sections:

- 8.30.010 Purpose.
- 8.30.020 Emergency management policy.
- 8.30.030 Definitions.
- 8.30.040 Emergency operations plan.
- 8.30.050 Emergency management organization.
- 8.30.060 Disaster emergency powers of the manager.
- 8.30.070 Disaster and emergency powers of the emergency coordinator.
- 8.30.080 Functions and duties of departments and employees.
- 8.30.090 Private liability.
- 8.30.100 Penalty.

8.30.010 Purpose.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for mitigation, preparedness, response and recovery for persons and property within Kenmore in the event of an emergency or disaster, and to provide for the coordination of emergency functions and services of Kenmore with the emergency services coordinating agency and other affected public agencies and private persons, corporations and organizations. Any expenditures made in connection with such emergency management activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of Kenmore.

8.30.020 Emergency management policy.

It is the policy of Kenmore to make effective preparation and use of manpower, resources, and facilities for dealing with any emergency or disaster that may occur. Disasters and emergencies, by their very nature, may disrupt or destroy existing systems and the capability of the city of Kenmore to respond to protect life, public health and public property. Therefore, citizens are advised to be prepared to be on their own for up to 72 hours should an emergency or disaster occur.

8.30.030 Definitions.

A. "Deputy emergency coordinator" shall mean the person appointed by the emergency coordinator to represent him/her in his or her absence.

B. "Emergency or disaster", as used in this chapter, shall mean an event or set of circumstances which:

1. Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken who are within the city overtaken by such occurrences; or

2. Reaches such a dimension or degree of destructiveness as to warrant the city manager proclaiming the existence of a disaster or the Governor declaring a state of emergency in accordance with appropriate local and state statute.

C. "Emergency coordinator" shall mean the person appointed by the manager responsible for the administration and operation of the emergency management program for the city of Kenmore.

D. "Emergency management" shall mean the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters and to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or manmade, and to provide support for search and rescue operations for persons or property in distress.

8.30.040 Emergency operations plan.

The emergency operations plan, prepared by the emergency coordinator and promulgated by the manager is official emergency operations plan of the city of Kenmore. The emergency coordinator shall file a copy of said plan in the office of the city clerk, and distribute copies of said plan to appropriate city departments.

8.30.050 Emergency management organization.

The emergency management organization of the city of Kenmore is hereby created, and shall consist of:

A. The city manager who shall be the administrative head and have direct responsibility for the organization, administration and operation of the emergency management program for the city of Kenmore and direct responsibility for the emergency operations of departments in Kenmore.

B. The emergency coordinator, who shall be appointed by the city manager and who shall develop and maintain the emergency operations plan and program in cooperation with the emergency services coordinating agency and the emergency management committee and shall have such other duties as may be assigned to him or her by the city manager.

C. An emergency management committee appointed by the city manager that shall provide staff support to the emergency coordinator in the development, implementation and maintenance of the emergency operations plan, and to staff the emergency operations center and perform any other necessary functions during an emergency or disaster. The committee

shall consist of such key personnel as are designated by the department directors, personnel from the emergency services coordinating agency and such personnel from outside professional and volunteer organizations having key roles in emergency preparedness, planning and response activities as determined by the director of the emergency services coordination agency.

D. The city of Kenmore has, in conjunction with other cities, in consideration of mutual benefits to be derived, and as authorized under Chapter 39.34 RCW, formed the emergency services coordinating agency to provide combined emergency management services in accordance with Chapter 38.52 RCW.

E. Other as deemed appropriate by the city of Kenmore.

8.30.060 Disaster emergency powers of the manager.

In the event of a proclamation of a disaster as herein provided, or upon the proclamation of a state of extreme emergency by the Governor of the state, the city manager is hereby empowered:

A. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Kenmore council;

B. To proclaim a local emergency when, in the opinion of the city manager, the resources of the city area or region are inadequate to cope with the disaster;

C. To request the city manager to proclaim a local emergency when, in the opinion of the city manager, the resources of the area or region are inadequate to cope with the disaster;

D. To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of the life and property of the people and to bind the city of Kenmore for the fair value thereof and, if required immediately, to commandeer the same for public use;

E. To control and direct the efforts of the emergency management organization of the city of Kenmore for the accomplishment of the purposes of this chapter;

F. To require emergency services of any Kenmore officer or employee and, in the event of the proclamation of a state of extreme emergency by the Governor in the region in which Kenmore is located, to command the aid of as many citizens of Kenmore as may be deemed necessary in the execution of the city manager's duties, and such persons to be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency workers;

G. To requisition necessary personnel or material of any city department or agency;

H. To execute all of the special powers conferred upon the city manager by this chapter, by any other statute, agreement or lawful authority, as necessary;

I. Other as deemed appropriate by the city of Kenmore.

8.30.070 Disaster and emergency powers of the emergency coordinator.

The emergency coordinator is hereby empowered:

A. To request the manager to proclaim the existence or threatened existence of the disaster and the termination thereof, if the city council is in session or to issue such proclamation, if the city council is not in session, subject to confirmation by the city council at the earliest practicable time;

B. To direct coordination and cooperation between divisions, services and staff of the departments and services of Kenmore in carrying out the provisions of the emergency management plan, and to resolve questions of authority and responsibility that may arise between them;

C. To represent the adoption by the city council emergency management policies and mutual aid agreements;

D. To act on behalf of the city manager if he or she is unable to carry out his or her duties, in carrying out purposes of this chapter or the provisions of the emergency management plan;

E. To represent the emergency management organization of the city of Kenmore in dealing with issues pertaining to emergency management;

F. To prepare and maintain the emergency management plan of the city of Kenmore and manage the day-to-day responsibilities of the emergency management program activities of the city in coordination of the emergency services coordination agency;

G. Other as deemed appropriate by the city of Kenmore.

8.30.080 Functions and duties of departments and employees.

The city council hereby assigns to the various departments and so the officers and employees thereof the functions, duties, and powers set forth in the emergency management plan referenced in KMC 8.30.070.

8.30.090 Private liability.

No individual, firm, association, corporation or other party owning, maintaining or controlling any building or premises, who voluntarily and without compensation grants to the city of Kenmore a license or privilege or otherwise permits said city to inspect, designate and use the whole or any part or parts of such building or emergency or disaster, or their successors in interest, or the

agents or employees of any of them, shall be subject to liability for injuries sustained by any person while in or upon said building in or premises as a result of any act or omission in connection with the upkeep or maintenance thereof except a willful act of misconduct, when such a person has entered or gone into or upon said building or premises for the purpose of seeking refuge therein during an emergency or disaster or an attack by enemies of the United States or during a disaster drill, exercise or test ordered by a lawful authority.

8.30.100 Penalty.

Any person who shall:

A. Willfully obstruct, hinder, or delay any member of the emergency management organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon such member by virtue of this chapter;

B. Do any act forbidden by any lawful rules or regulations issued pursuant to this chapter if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of the city, or to prevent, hinder or delay the defense or protection thereof;

C. Wear, carry or display, without authority, any means of identification specified by the emergency management agency of the state, shall upon conviction be fined in any sum not exceeding \$1,000, or by imprisonment in the county jail for a period not exceeding 90 days, or both, at the discretion of the court.

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APPENDIX 3
DISTRIBUTION LIST

SECTION OR AGENCY	PLAN #
Emergency Operations Center	1
1 st Floor City Hall	2
2 nd Floor City Hall	3
Emergency Management Committee	Electronic
City Website	Electronic
Northshore Utility District	Electronic
City of Lake Forest Park	Electronic
Each Computer in EOC	Electronic

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APPENDIX 4

SOP for DAMAGE ASSESSMENT WINDSHIELD SURVEY

A windshield survey is intended to provide the city a rapid overview of the immediate effects of a disaster event. The results of the windshield survey will be utilized by the EOC staff to determine immediate disaster priorities and allocate resources accordingly.

1. Two person teams (minimum) will be assigned areas to survey based on designated zones E-1 thru E-5 on the Emergency Operations Map.
2. This map will be utilized by the teams to carry out the windshield survey portion of the damage assessment.
3. The EOC manager will be responsible for initiating the windshield survey and assigning available staff in two person teams to carry out the survey. They will determine where to begin the survey based on the incident, time of day, obvious impact areas and areas predetermined to be priority by the windshield survey procedures. Pre-determined priority areas are shown on the maps with a numbered box with an arrow. A key to these priority sites for each zone is located on the map.
4. Windshield survey kits include zone maps, windshield survey forms, communication information, procedures and writing instruments. Kits are located at the EOC headquarters.
5. Assignments will be made by zones and tracked by the EOC manager. As zones are assigned a single slash (/) mark will be placed on the master zone map. Once the survey is completed, an (X) will be placed in that zone.
6. When the EOC is activated the supervision of the windshield survey activities will be turned over to the EOC manager.
7. Damage found during the survey will be divided into two categories. Priority 1-Life threatening requires immediate attention. Priority 2- Serious, not life threatening monitor.
Priority 1- Report immediately by radio or phone.
Priority 2- Report every 30 minutes by radio or phone.

8. Once all the addresses in a zone have been surveyed, call in the zone that has been completed to the EOC. Return written forms to the EOC upon completion of the zone survey assignments.
9. The Kenmore Channel on the 800 MHz radios or cell phones will be used for reporting Priority 1 and Priority 2 windshield damage assessment survey information. The Kenmore Channel will be the primary means of communicating information.
10. When reporting information provide the following:
 1. Identification Number. (Team and Zone)
 2. Provide zone and address.
 3. Priority (1 or 2) and a situation summary.

When your team has completed the windshield damage assessment survey for your zone, return to the EOC. In the EOC you will map and chart damages according to priority and place all damage assessment forms on the appropriate clipboard.